

DIRECTOR, MANUFACTURING OPERATIONS POSITION DESCRIPTION

COMPANY MISSION:

To provide therapeutic digital learning tools for the natural and sustained reversal of poor attention, impulse control and memory to significantly improve academic performance in children and adults.

GENERAL PURPOSE OF JOB:

ATENTIV is seeking a Director, Manufacturing Operations to lead and manage the successful transition of an innovative digital learning tool (that includes a medical grade EEG headset) from prototype to full-scale commercial manufacturing and eventually to release as a medical device and as a consumer product. The position will direct the contract-manufacture of production-quality 'first articles', manage the scale-up to rapid manufacturing, and manage the supply chain in **direct to consumer channel** and other channels as they develop. The Director, Manufacturing Operations must be able to demonstrate a comprehensive knowledge of medical device manufacturing and have a track record demonstrating success managing and leading the contract-manufacture of medical devices. The Director should also be able to demonstrate success working in a fast paced environment and achieving targets by multi-tasking and maximizing limited resources.

PERSONAL POSITION MISSION STATEMENT:

To be inspired and fulfilled as a critical member and contributor of a world class team, carefully building one of the most socially important, innovative, transformative, and profitable solutions in the world for learning and brain development. To collaboratively lead the manufacturing and supply chain management efforts and get our products to the market efficiently and effectively. Perhaps most importantly, to be exhilarated with others who share Atentiv's vision, mission and passion for genuine innovation and therapy for a debilitating series of brain dysfunctions.

RESPONSIBILITIES:

- Will report to the COO
- Work closely with the selected contract manufacturer, and design/development team to enhance and ensure Design For Manufacturing, Design for Testing, Design for Assembly.
- Work closely with the CMO to oversee and qualify marketing materials that are part of the supply chain, including product packaging, instructions for use, FAQ's, etc.
- Develop the manufacturing plan and establish procedures for maintaining high standards of manufacturing operations to ensure that products conform to established customer and company QMS standards.
- Coordinate and oversee agency testing to meet the product system requirements and intended uses.
- Support the CMO and Company officers in product development and the timely introduction of strategically identified products and product enhancements – including compliance with all required regulatory clearances.
- Establish and coordinate customer returns policies and processes with contract manufacturer.
- Work effectively and relate well with others. Exhibit a professional manner in dealing with others, working to maintain constructive working relationships.
- Keep current on information and technology affecting functional areas to increase innovation and ensure compliance.
- Perform miscellaneous duties and projects as assigned and required.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree.
- 10 years of manufacturing/operations experience in the medical device industry.
- Experience interfacing with regulatory and quality assurance management.
- Demonstrated experience managing the outsourced-manufacture of medical devices, managing inventory, balancing contract manufacturer supply vs customer demand, managing global supply chain, etc.
- Experience working with injection molding and electrical components.
- High impact, results oriented, team player experienced in driving performance and providing leadership strategies.
- Strong interpersonal skills and ability to work with a diverse team of professionals.

- Demonstrated entrepreneurial spirit and collaborative leadership skills.
- Participate and support an entrepreneurial company culture in line with the company's mission, vision, and values.

LOCAL CANDIDATES ONLY - NO PAID RELOCATION