

## **Product Management Coordinator**

The Product Management Coordinator is responsible for launching new product documentation with direct responsibility to coordinate internal efforts and to collaborate with all Bionostics' departments to commercialize and roll-out products.

Maintain current product lines through the internal documentation system, and collaborate with all departments to execute engineering change orders, with all its components.

### **Key duties and responsibilities include:**

- Gather specifications and create or facilitate documentation required to support new product launches.
- Ensure detailed and accurate records are maintained for each project in compliance with ISO procedures.
- Work closely with other departments to ensure all aspects of product launch documentation have been satisfied.
- Assist with new customer set up process.
- Assist with product costing and customer price quotations.
- Update documentation requirements for maintenance of current product lines.
- Create, update and proof product inserts for RNA Medical or other Bionostics brands.
- Coordinate processing of new and revised art-work by Bionostics graphics department.
- Create and process ECO, NCMR, Waiver and other documents.
- Promptly investigate and resolve customer complaints and complete CAPA.
- Ensure current compliance with all Bionostics training requirements.

### **Qualifications:**

- A Bachelors degree and 3–5 years of experience in launching and maintaining OEM lines in an ISO environment.
- Solid understanding of documentation practices utilized in an FDA regulated or ISO certified business.
- Strong organizational skills with the ability to manage multiple tasks simultaneously while remaining focused on details.
- Proficiency with computer applications including ERP/MRP systems and advanced knowledge of Microsoft Excel.
- Exceptional customer service skills and orientation.
- Experience in coordinating projects across multiple departments.

Please email your resume to: [HR@Bionostics.com](mailto:HR@Bionostics.com)

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