

SENIOR PROJECT MANAGER

Position Profile:

Under the supervision of the CEO of 3rd Stone Design, the Senior Project Manager will take the lead in product and project definition, testing, analysis, transfer to manufacturing, and overall project management in service to all of our ongoing product development efforts.

The **Senior Project Manager** is responsible for the development of products that meet a range of technical, aesthetic, and performance requirements. This individual will work with the CEO and product development team members to consistently deliver outstanding project results by utilizing a range of technical and management skills.

3rd Stone Design is a product design, strategy and development firm that provides consulting services to the medical device, renewable energy and consumer goods industries. We also develop, contract the manufacture of, and sell our own lines various global health products to the worldwide market. Located in San Rafael, CA, we are a small and vibrant office with people who work hard, are passionate about our mission, and enjoy a good cup of coffee.

Duties and Responsibilities:

Under the supervision of the CEO of 3rd Stone Design, the Manager will provide product and project definition, mechanical and electrical engineering direction, testing and analysis supervision, transfer to manufacturing stewardship, and overall project management. This work will often be within the scope of the company's ISO13485 quality management system.

Product and Project Definition includes: Serving as a primary interface between 3rd Stone and clients with regard to contract negotiations, deliverables, and billing; Defining process for consistent quotation estimation, process flow and design control, including internal/external results measurement; Managing designers, engineers, vendors, and contractor resources; Participating in on-site and off-site client meetings, including the preparation of presentation materials; Preparing project plans and quotations, including proposal authoring, user needs definition, product requirements definition, market assessment, opportunity analysis, competitive analysis, and plan for project completion to estimated budget, timelines, and deliverables.

Mechanical and Electrical Engineering direction includes: Planning the engineering, strategy, resources, and milestones for the development of new products; Working as part of a team to brainstorm, conceptualize and solve problems in the areas of mechanical, electrical, software, optical, thermal, materials, user interface, ergonomics, design for manufacturability, and design for assembly; Improving the engineering capabilities by identifying gaps in knowledge or process, and delivering guidance to enable the team to overcome performance obstacles.

Testing and Analysis supervision includes: Defining and reviewing engineering test and analysis procedures, reviewing and approving of test and analysis results, and documentation of analysis and results.

Transfer to Manufacturing stewardship includes: Leading team to implement lean manufacturing methodologies for rapid, cost-efficient pilot and CEU manufacturing; Monitoring

the set-up of assembly lines and monitoring throughput and performance; Improving the manufacturing system by identifying gaps in knowledge or process; Delivering guidance to enable the team to overcome performance obstacles; Writing quality system documentation; Training team members; Reviewing the development of assembly fixtures; and Guiding the development of pilot manufacturing processes.

Overall Project Management includes: Leading and monitoring projects for tracking to timeline, budget, and deliverables; Reporting results and roadblocks to management and the team in a clear and effective manner; Managing human resources; Focusing people's effort in the most effective, results-oriented ways; Working with regulatory consultants to determine quality process milestones and requirements; Writing and reviewing SOPs for our ISO systems; Preparing for quality audits that allow the continuous improvement and continuation of our quality system capabilities.

Particular Responsibilities Include:

- Proposal writing and client-facing presentations
- Leading projects, from initial concept through pilot build and completion of CEUs
- Leading technical engineering efforts on specific projects
- Leading the team to the best solutions via a thorough process
- Conducting engineering reviews of projects
- Proactively managing the engineering resources and needs of a project
- Budget and schedule planning of the overall completion of projects
- Championing a thorough quality systems approach to engineering both for medical devices as well as high volume consumer products
- Upholding company Quality Policy including adhering to the Design Control System
- Actively contributing to the entire engineering team in terms of knowledge growth, process improvement and mentoring
- 10% travel possible, to client sites, manufacturing sites, clinical sites, or conferences

Position Requirements / Qualifications:

- Bachelor's degree in a related Engineering field. Specific study in Mechanical or Electrical Design or Biomedical or Quality Engineering
- 8+ years' experience in a product development and engineering leadership role
- Excellent communication skills (spoken, written and sketched)
- Experience working with off-shore suppliers: across cultures, oceans, and time zones
- Detailed mechanical conceptualization, analysis and visualization skills
- Working knowledge of high and low volume manufacturing processes
- Experience taking one product concept from design through to manufacturing ramp up

- Experience and working knowledge of regulated processes, either medical device or commercial electrical
- Creative thinking, sound judgment, organization, diplomacy, thoroughness, professionalism, humor and an uncanny desire to do great work.
- Ability to DEAL

Hours: Full Time Position

Benefits: 3 Weeks Paid Time Off + Major Holidays

Health Plan including health insurance plan with premiums paid by the company

Flexible Spending Account allowing for tax deferred earnings to be used for medical and other qualified expenses. The company contributes a significant amount to the plan per year

401(k) plan with company match

Friendly Co-Workers, Meaningful Work, and a job that you'll want to come to!