

Position: Project Management Manager (Required)

Location: Jacksonville, FL (Required)

Duration: Permanent (Required)

Expiration: 9/1/2011 (Date to remove positing. Default 2 months)

Company Description (5 lines max): (Optional)

Medtronic, Inc. (Medtronic), incorporated in 1957, is a medical technology company. The Company is engaged in research, design, manufacture and sale of products to alleviate pain, restore health and extend life. It manufactures and sells device-based medical therapies.

Position Descriptions (required skills) include: (Required)

- Lead cross-functional teams in achieving product transfer from planning through successful process transfer and post release reporting
- Lead cross-functional teams new product development projects from Commitment Phase through Post Release reporting
- Organize project teams from pre-assigned or negotiated cross-functional members
- Facilitate effective communications with project team, support team and management
- Lead planning efforts for the projects to include (but not limited to) creation of project budget, schedule, risk assessment and mitigations, product cost, and project plan
- Develop detailed work elements, project tasks, critical milestones and contingency plans to achieve to meet project requirements to achieve project goals
- Utilize effective and innovative project management techniques that clearly illustrate project status and effectively execute the projects
- Proactively address any performance issues on the project team with the individual and their manager in a timely manner. Provide team members feedback on their performance
- Conduct Project updates with Management in a professional and unbiased manner
- Facilitate the Medtronic Surgical Technologies Design Control Process insuring that all phases are successfully accomplished
- Facilitate the concurrent engineering process, for all projects, to insure seamless design transfer to manufacturing to launch success
- Expect travel to range from 25-75% depending upon the individual project

Required Qualifications include: (Required)

- Minimum of five to seven years experience with a BA or three to five years experience with a Masters and/or MBA
- Minimum of three to five years experience transferring product lines between facilities, especially off shoring.
- Minimum five years Quality System experience in a regulated industry in Medical Device industry.
- Experience in development of new medical devices.

Preferred Qualifications include: (Optional)

- Strong analytical and problem solving skills.
- Demonstrated decision making skills.

- Ability to lead projects in a matrix structure.
 - Ability to effectively communicate at all levels and across the organization.
 - Good interpersonal skills.
 - Performance Management Leadership and Coaching Skills
 - Project management experience (including experience in a leadership capacity)
 - Good Presentation Skills
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