

CSA Medical, Inc.
Sr. Project Engineer
Job Description and Duties

Area	Details
Title	Sr. Project Engineer
Department	Catheter R&D (Project Management)
FLSA Status	Exempt
Reporting	Sr. Project Manager
Location	Lexington Massachusetts
Job Description	The Sr. Project Engineer independently leads and coordinates cross-functional teams through all stages of product development for new medical devices, and derivatives or sustaining engineering changes according to a defined timeline and budget.
Duties and Responsibilities	<p>Primary responsibilities include:</p> <ul style="list-style-type: none"> • Team manager for execution of projects for new product developments and design or manufacturing improvements • Coordinate cross-functional resources, support companywide resource allocation • Accountable for meeting project objectives and timelines • Administration of project dates, milestones, deliverables • Clearly communicate project status and critical path, priorities, issues, choices, solutions and changes in the project plan to the project team and management • Continuous review of closed work items, documentation completion • Creation of project plan and schedule following product development process • Identify and bring forward any changes in project scope or timelines, and make/lead proposals for optimizing project timelines • Support companywide continuous improvement efforts • Provide support to other project managers and engineers when needed
Skills/Competencies	<p>Position requirements, qualifications and experiences:</p> <ul style="list-style-type: none"> • 5-8 years minimum medical industry experience with responsibility as team lead • 3 years minimum project management experience • Functional and leadership competencies demonstrated through individual performance • Excellent presentation and communication skills • Experience in driving time lines, time management in development setting • Ability to lead through influence • Experience in cross-functional support and communication (team-player) • Scientific or Engineering degree (B.S. minimum) • Experienced with Project Management tools and software resources • Familiarity with FDA QSR and ISO requirements • PMI certification a plus • Knowledge of system integration (hardware and software) a plus

Version	Originator	Date	Summary of Change
00	B. Hanley	05/10/2016	Initial Release