

## Job Description

**Position: Spine Operations Manager- GMLx**

**Location: Norcross, GA**

### Mission:

To be a trusted partner who drives better business results for our healthcare customers. Together we grow.

### Position Summary:

The Spine Operations Manager will report directly to the President / COO and have direct reports. They will provide leadership, guidance, and direction for all areas of responsibilities. Responsible for managing the field inventory and oversight of the day-to-day execution of inventory optimization. Plans, forecasts, and controls warehouse and subsidiary inventories consistent with working capital objectives, service level targets, and availability to achieve department's metrics.

### Scope of Role Responsibilities:

- Facilitate meetings, document productivity gains and recognize employees for quality improvement accomplishments, ensure that customer demands are met and standard processes are being followed.
- Lead problem solving efforts, coach team members in resolving conflicts and achieving results and provide ongoing training. Will be responsible for these tasks while driving continuous improvement.
- Maintain and develop demand-driven inventory model to assist field inventory optimization initiatives.
- Lead and guide a team of Field Inventory Analysts.
- Work with sales reps, operations, logistics, and forecasting groups to manage field inventory and ensure consistent flow to attain sales targets within company inventory productivity guidelines.
- Develop plans and implement strategies which meet or exceed internal and corporate goals.
- Establish and maintain individual line items, ordering policies, and par stocking levels for each subsidiary inventory location.
- Manage and coordinate product specific strategies through the supply chain network.

### Critical Experience & Skills:

- Bachelor's Degree in a business or supply chain or logistics or engineering discipline or equivalent
- Intermediate level with Microsoft Office (Outlook, Excel)
- Experience in working in a matrix environment in which collaboration in all directions is necessary
- Experience working in a fast-paced rapidly growing environment
- Writes and speaks clearly in a variety of communication platforms (E-mail, telephone, in-person)
- Understanding of Lean Manufacturing and understand supply chain and business processes including requirements planning, distribution, and sales
- Ability to communicate objectives, coaching, motivating, training, and recognizing towards those objectives
- Demonstrated history of high achievement and organized work habits
- Ability to deal with issues with multiple variables such as process improvement and resolution of poor performance on an individual or cell basis
- Ability in managing flow and capacity with strong analytical problem-solving skills

## **Competencies:**

Accuracy/Quality– Is attentive to detail and accuracy committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems and own/acts on them.

Adaptability/Flexibility – Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure and adjusts to meet changing needs

Dealing with Ambiguity - Effectively copes with rapid change; comfortably handles risk and uncertainty, is not easily rattled.

Dependability – Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure and meets attendance/punctuality requirements.

Innovation - Find creative solutions to problems/needs that lead to positive outcomes, translates creative ideas into tangible action items.

Integrity/Ethics – Deals with others in a straightforward and honest manner, is accountable for actions, maintain confidentiality, support company values and conveys good news and bad.

Organization – Manages multiple simultaneous client activities and projects; organizes resources to accomplish task in an efficient and effective way; coordinates multiple people and functions to accomplish a single goal; prioritizes multiple activities, capitalize on all available resources.

Problem Solving – Interprets data and gives recommendations, solve unique and challenging problems, undertakes complex tasks and breaks them down into manageable parts in systematic way, thinks of all possible alternatives for a situation.

Sense of Urgency – Makes and executes decisions in a swift and timely manner – pursues everything with drive and perseverance, often goes “above and beyond” to complete the task at hand.

Teamwork - Meets all team deadlines and responsibility, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

## **Physical Demands**

- Moderate to heavy physical activity. Lifting of at least 50 pounds
- Standing, sitting or moving for extended amounts of time
- Occasional overnight travel – up to 20%