

R&D Buyer

Endologix, Inc. is a developer and manufacturer of minimally invasive treatments for aortic disorders. The company is located in Irvine, CA, has over 300 employees and is listed on NASDAQ (ELGX). Since launching in the U.S. in 2005, Endologix has experienced average annual growth of 60%+ and was the top performing med tech stock in 2009. The Company's Powerlink® System is an endovascular stent graft for the treatment of abdominal aortic aneurysms (AAA). AAA is a weakening of the wall of the aorta, the largest artery in the body, resulting in a balloon-like enlargement. More than 2 million people in the U.S. have AAA, with 200,000 new cases diagnosed every year. If left untreated, AAAs become increasingly susceptible to rupture. The overall patient mortality rate for ruptured AAA is approximately 75%, making it the 13th leading cause of death in the U.S. More information is available on the Company's website at www.endologix.com.

The R&D Buyer position is a Supply Chain generalist role providing supply chain expertise to support Research and Development as well as Operations to achieve Service, Financial, New Product Development, Continuous Improvement, Quality and Compliance objectives/metrics. Requires reasonably broad knowledge of the business and objectives – understands what customers (internal or external) want and the business needs. Ensures that materials, schedules, services and related resources are planned and coordinated to support business needs. Performs complex analysis and reports on supply chain data, draws appropriate conclusions, informs management, makes recommendations and carries through to implementation. Uses professional concepts and principles to achieve objectives in creative and effective ways. Analysis and recommendations drive organizational activities. Ensures these activities are completed in a timely manner and in compliance with company policies and department guidelines.

Essential Duties and Responsibilities:

- Responsibilities are typically of moderate to significant scope & complexity. These will include duties in one or more of the following supply chain functions: Supplier Management, Inventory Management, Procurement, Planning. Works on issues diverse and/or complex in scope where analysis of situations or data requires in depth review of a variety of factors
- Works with R&D Project teams to assist in supplier selection, procurement of materials from prototype phase to production phase, and build scheduling.
- Supplier Management: Identifies suppliers (primary & secondary) and strategic partners to meet the sourcing needs of the company. Leads or coordinates in the evaluation of and negotiation with suppliers. Supports the supplier approval process. Establishes and maintains positive relationships with suppliers. Actively pursues service, financial and quality improvements.
- Plans, procures and schedules materials and resources to ensure business needs are satisfied. Confers with department manager(s) or supervisor(s) to coordinate activities.
- Interfaces with R&D extensively to review inventory status to prioritize purchase orders and action plans. Informs management of scheduling or production issues/problems as they arise. Works to resolve issues/problems (design changes, material shortages, labor shortages, etc.) to avoid or minimize impact.
- Proactively responds to changing market conditions or customer needs. Develops plans to meet future customer needs.
- Tracks, analyzes, summarizes and reports key indicator data and metrics for area(s) of responsibility.
- Interfaces regularly with R&D management to evaluate project status, consult on supplier selection, review supplier performance and ensure that project timelines and milestones are met.
- Proactively identifies potential business risks and mitigation plans to address.

- Collaborate with and provide supply chain input and support to New Product teams, including the identification of suppliers, procurement of materials/equipment and design for storage/distribution guidance.
- Identifies and implements supply chain opportunities in effort to improve quality, service, productivity, financials (cost & inventory) and cycle times.
- May directly or indirectly supervise subordinates. Evaluates or contributes to evaluations of subordinates regarding performance.
- Responsible for ensuring compliance to quality systems (FDA, GMP, QSR, ISO), product specifications, process instructions, safety requirements and company policies as applicable to assigned responsibilities.
- Other duties as assigned.

Education, Training, Skills and Experience Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The position requires a minimum of five (5) years of related experience inclusive of experience in the medical device, pharmaceutical or similarly regulated industry.
- Experience should include all or several of the following areas: Supplier Management, Procurement, Production Planning, Inventory Management. Engineering Background preferred.
- Must have a bachelor's degree or equivalent.
- Strong communication (oral & written), negotiation, analytical, problem solving skills, facilitation, partnering and interpersonal skills. Must be detail oriented.
- Experience working with MRP/ERP systems.
- Experience with creating and maintaining spreadsheets. Proficient in Microsoft Office or similar software.
- Working knowledge of quality system requirements (QSR) and good manufacturing practices (GMP).
- Preferred / Ideal candidates will possess all or some of the following qualifications;
 - APICS certification
 - Masters Degree
 - ERP system experience
 - Understanding of contracts (supply, services, etc.)
 - Project management skills/experience.
- Expected travel time: Minimal (10-15% or less).