POLY-MED, INC.

Corporate Office:
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Anderson, SC 29625
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www.poly-med.com

Part A - General Position Information

Job Title: **Application Manager**	Department Name: **IT**	Reports to: **IT Manager**	FLSA Status: **Exempt**

Part B – Company Information

About Us:

Poly-Med is the leading developer of bioresorbable polymers and fibers. We help innovative medical device companies focused on improving patient outcomes. Poly-Med designs, develops and manufactures superior materials to get customer products to market in the most efficient manner with the greatest improvement to quality of life. Located in Anderson, South Carolina, Poly-Med, Inc. has been recognized as a leader in the industry for over 20 years. Poly-Med continues to grow in a multitude of medical device modalities. Our novel materials are key in actively enabling products ranging from vascular stents, hernia meshes, dental delivery systems, dental hygiene, and a variety of wound closure applications in the worldwide medical device market.

For additional information, visit our website at www.Poly-Med.com.

Our Team:

We employ a widely diverse team comprised of experts from material science, chemical engineering, mechanical engineering, bioengineering, biology, business marketing, and project management to create a work environment focused on solving tough medically related problems. Our team is energetic, resourceful, and, above all, collaborative. We are searching for like-minded talent to build on our success and continue our quest to improve patient outcomes through novel polymeric and drug delivery systems.

Part C - Position Information

Description:

The Application Manager will provide users and systems support along with project planning and execution for activities relating to PMI's application strategy.

Responsibilities:

- Attain deep knowledge in IQMS modules, database structure and points of integration with other applications.
- Work on ERP projects such as upgrades and migrations, data extracts, integration with mobile and cloud technologies, etc.
- Crystal Reports experience with Oracle database.
- Ensure the integrity and security of information and access to support company reporting and internal control standards.
- Provide ERP application support for all users across PMI.
- Leverage change and release management process to ensure all platform updates and upgrades are thoroughly tested, validated and signed-off prior to go-live.
- Partner with vendor regarding product roadmap, enhancement suggestions and support cases.
- Lead projects with operational leaders to drive ERP & process improvement.
- Continually enhance the ERP user experience across PMI by using tools such hands-on training or knowledge sharing sessions. Be comfortable in leading multidiscipline team meetings and training PMI staff.
- Champion effective technical reports through gathering, analyzing and summarizing data and trends.
- Maintain current knowledge of latest business process and relative IT innovations.
- Maintain confidential nature of, and ensure confidentiality/appropriate controls of, PMI business information.
- Review a variety of PMI operational areas, including business development, R&D, Manufacturing, AR/AP, inventory, and facilities.

Required/Preferable Knowledge, Skills and Abilities:

- Minimum 3-5 years implementing ERP (**IQMS** preferred, Infor, SAP, Oracle, etc…)
- A history of leading and managing successful ERP projects
- Process mapping, test validations, scripts, and reporting
- Software analysis, design, release, maintenance
- Detail oriented, analytical and inquisitive
- Ability to work independently and with others
- Organized with strong time-management skills
- Experience creating detailed reports and giving presentations
- Oracle DBA experience strongly preferred
- Competency in Microsoft applications including Word, Excel, and Outlook
- IT and Consulting background preferred

Education/Experience Requirements:

- **Required-** Bachelor's Degree in appropriate field of study or equivalent work experience (5yrs experience preferred)

Working Conditions at Poly-Med, Inc.:

This position is in a laboratory environment where the use of personal protective equipment such as hearing protection, safety glasses, hairnets and lab coats may be mandated. The employee is frequently exposed to moving mechanical part, some exposure to changes in temperature, noise, dust, and chemicals.

Poly-Med, Inc. offers a great selection of benefits including vacation time. Poly-Med, Inc. employees are paid once a month.

Poly-Med, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Poly-Med, Inc. is an equal opportunity employer of individuals with disabilities and supports the hiring of veterans.

If you are interested in working with us, please email your resume; tell us a little about who you are and what makes you want to join our team to recruiting@poly-med.com.