Job Description – Technical Project Manager

Reports To – VP, Project Management

Job Responsibilities

This Manager will join the Project Management group and manage multiple projects in R&D and Operations while promoting an environment that motivates, inspires, and respects others while maintaining compliance with Axonics Quality Systems.

General Description and Duties:

To perform this job successfully, an individual must be able to perform each essential task satisfactorily. The tasks listed below are representative of the knowledge, skill, and/or ability required to perform this job effectively.

- Leads cross-functional project teams comprising of Engineering, Operations, Quality, Regulatory and other Axonics business functions to develop, communicate, and measure progress against goals and metrics for success.
- Oversees all aspects of the project management life cycle from initiation to closure.
- Manages project schedules and scope and resolves conflicts to maintain project schedule.
- Determines and discerns detailed requirements on enterprise-scale projects to establish project deliverables.
- Develops technical know-how on products and processes.
- Becomes familiar with applicable regulatory standards.
- Ensures compliance with Quality System Regulations.
- Establishes and maintains team member and project stakeholder relationships, expectations, and communications.
- Manages external vendors and services, as needed for the project.
- Leads and produces the execution of tasks as defined in the project management plan in order to achieve the project goals, and actively manages project risk.
- Manages project closure activities, including gathering lessons learned.

Projects and Other Duties:

- Perform other duties as assigned

Position Qualifications

- Excellent communication, both written and verbal, skills
- Relationship management skills and openness to feedback
- Prioritizing, time management and organizational skills.
- Understanding of ISO and FDA guidelines for Product Development

Minimum Education:

- Bachelor's Degree in Engineering (preferably Electrical and/or Software)

Minimum Experience:

- 2-3 years of experience in Engineering or Project Management in Medical Device industry.
- Experience in electrical and/or software engineering preferred.
- Experience working in multi-functional teams.