



LABEL COORDINATOR and BOM ADMINISTRATOR

Medical Murray is a leading medical device development and manufacturing company serving clients throughout the world.

Medical Murray focuses on providing its clients with any or all of the development engineering and/or manufacturing services required to move a new medical device along the development path from concept to production.

Our focus is on three market areas: less invasive vascular, urologic and surgical applications. Our core experience is with custom catheter systems and components, complex disposables and implantables.

We're looking for team players with a can-do attitude to share in our vision and corporate values. Medical Murray offers competitive salaries, a comprehensive benefits package, and an energetic work environment.

Currently, we are searching for a Label Coordinator and BOM Administrator to join our facility located in Lake Zurich, IL.

Job Description:

The Label Coordinator and BOM Administrator position performs label and BOM entry in the production department in support of the department objectives to provide goods and services that meet customer's requirements for quality, quantity and timeliness.

Job Duties:

- Responsible to follow Medical Murray Quality system, including all applicable SOP's included in the Training Matrix
- Prepare station for production, including organization and cleaning of station
- Follow written work instructions and manufacturing processes to produce labels
- Produces labels for all manufacturing related activities in accordance with established SOP's and business practices, maintain accuracy of labels counts and usage
- Completely and accurately fill in LHRs or forms in support of manufacturing
- Creates labels to support new customer initiatives
- Works with outside vendors as appropriate to ensure compliance to established SOP's related to labeling activities
- Create and maintain all part numbers with proper revision control within the ERP system
- Create and maintain all Bills of Materials and routers within the ERP system
- Utilize the ERP system to maintain proper revision control for all parts in the inventory cage
- Inform supervisor of issues or unanticipated non-conformances. Advise supervisor in the event of needed equipment repairs
- Awareness of impact of action to quality of product (defect awareness). Identify defects and communicate defects to supervisor and/or engineer for the product through use of the reject log or direct communication
- Work with little supervision and complete assignments accurately and in a timely manner
- Work overtime as required
- Assists in other work related areas as required
- Understanding of manufacturing Bills of Materials, part numbers and revision levels and ERP systems

Skills/Qualifications:

- High School Diploma or equivalent experience
- Experience with Adobe preferred
- Experience performing data entry, label generation or BOM maintenance preferred
- Experience in ERP systems to create, maintain and use BOM's, preferred
- Experience in working with various software programs to create graphics or labels
- Reliable and good work ethic
- Able to read, write, speak and understand English
- Perform different tasks daily
- Write log entries
- Work mostly on feet or at a bench utilizing a microscope for assembly
- Good hand to eye coordination and manual dexterity
- Listens well and is able to follow detailed oral and written directions
- Attention to detail and accuracy in work performed
- Good work ethic, reliable and punctual
- Ability to work on a variety of tasks on a daily, weekly or monthly basis
- Strong proficiency in Microsoft Office Suite
- Excellent critical thinking and problem solving skills with high degree of attention to detail