

Position Title: Product Development Engineer Intern

Date: June 2016

FLSA: Non-Exempt

GENERAL SUMMARY:

Vention Medical has created an integrated services solution for the design, engineering and manufacturing of complex medical devices and components. Together we are partnering with our customers to advance the innovative products and solutions that impact their businesses in a powerful way, and improve the health and the lives of people around the world.

Position Summary:

An entry level position that will provide support for the product development engineering group.

ESSENTIAL JOB FUNCTIONS:

- Filing and scanning for engineering department.
- Organization of paper and electronic documents.
- Reproducing information binders for reviews.
- Ordering parts for various vendors
- Setting up of design history files at start of new projects.
- Maintains lab bays

OTHER DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

REQUIRED COMPETENCIES

Customer Focus

Provides professional, reliable and prompt service to internal and external customers. Works in partnership with others to meet and exceed customer expectations. Interprets customer's needs and take appropriate action. Follows through on customer's inquiries in a professional and timely manner.

Management of Resources

Well organized and uses time efficiently. Familiar with all reference materials and can locate needed information as necessary. Takes initiative for self-development. Prioritizes tasks effectively. Demonstrates initiative and innovation in the use of available resources.

Communication Skills

All verbal and written communications are concise, technically accurate, timely, and professional. Demonstrates strong verbal presentation and negotiation skills. Represents in a positive and professional manner. Expresses ideas, recommendations and solutions clearly, logically and concisely in both written and verbal communications. Demonstrates tact and diplomacy in communications. Demonstrates active listening skills and ability to resolve discrepancies with customers.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- Working on Bachelor's degree in Mechanical or Biomedical Engineering.
- Ability to interact with client companies in a professional manner.
- Flexibility, persistence, resourcefulness, a drive to succeed, and an entrepreneurial spirit
- Strong problem solving and analytical skills.
- Ability to translate data into actionable recommendations and provide innovative solutions to solve problems.
- Highly Proficient in Microsoft Office (Excel, Word & PowerPoint), InDesign and Photoshop a plus
- Excellent written and verbal communication skills
- Experience working with editorial calendars and contacts
- Ability to work independently and collaboratively while multi-tasking, maintaining strong attention to detail and producing quality results
- Extremely organized with the ability to support many projects and tight deadlines
- Has the ability to self-motivate, is confident, energetic and creative
- A strong team player with a positive attitude
- Capacity to operate successfully in a fast-paced environment

WORKING CONDITIONS/PHYSICAL DEMANDS:

Must be able to move throughout office and laboratory space, using a complete variety of office equipment and laboratory machinery and tools. Must be able to lift more than 20 pounds and stand for extended periods of time. Must tolerate exposure to chemicals found in the laboratory environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.