

Full-Time Set Administration Team Lead

CTL Amedica is an ISO 13485 certified and FDA registered Medical Device Company headquartered in Addison, Texas. CTL designs, manufactures and distributes medical device products and systems for spinal surgeons; specifically implants and devices.

Job Description:

CTL Amedica is seeking a self-motivated and people forward individual to join our team. We have an opening that requires both excellent communication skills and planning ability. Our set administration team is responsible for the receiving and inspection of sets from the field.

Duties and Responsibilities:

- Check in sets returned from the field in a timely and diligent manner
- Maintain a steady working pace across the team to ensure sets aren't sitting
- Inspect sets being returned for damage, improper stock or missing items
- Issue and maintain KPIs for the set return team
- Communicate issues that arise with sets with the purchasing and operations teams
- Motivate, engage with and hold accountable the set return team for daily productivity

Qualifications/Skills :

- Previous medical device or related experience
- Microsoft Office proficient
- Previous leadership or coaching experience
- Excellent verbal and written communication skills
- Ability to lift up to 50 lbs.
- Minimum education level: Associate's degree

This is a salary position and includes paid sick days and vacation. Full time employees with CTL Amedica are eligible for 401k, health/dental/vision insurance & life insurance.

Please send all resumes to Alexi Wilsey: AWilsey@ctlamedica.com