

# Operations Manager

Nottingham, UK

SurePulse Medical's mission is to improve the life chances for premature and sick babies. We aim to achieve this by giving clinicians the tools to provide optimal newborn care, as existing monitoring systems were not designed for the unique needs of newborn babies, particularly those who need support at birth.

Our first product, the SurePulse VS, is a CE certified and FDA cleared wireless heart rate monitor specifically designed for use from birth. It is designed to give an upfront, accurate heart rate to guide clinical decision making in the critical moments after birth. We have an exciting pipeline of products building on the VS platform.

SurePulse Medical Ltd is a medical device start-up based in Nottingham. We are looking for a highly-motivated Operations Manager to join our growing team to help support commercialisation of the next generation of innovative medical monitoring systems. You will have the opportunity to make a real impact in ensuring the commercial success of the company.

Your role will provide operational support to ensure efficient, effective and timely order processing and stock management. The role will involve all aspects of the product (including relevant subassemblies), from the receiving of completed parts from manufacturers, structured storage at SurePulse HQ, kitting, packing and shipping as required to the relevant customers. We work closely with contracted suppliers and you will be familiar with and able to help troubleshoot supply chain issues to ensure on-time in-full deliveries.

Reliability is a crucial part of our product and company ethos and you will therefore have strong attention to detail and a passion for excellence. You will have strong interpersonal skills and be able to communicate clearly and effectively. You'll demand the highest standards from our suppliers.

You will need to be well organised and work with initiative managing storage and stock, liaising with various subcontractors making sure parts and product arrive on time and are inspected and documented correctly within the QMS framework.

## Responsibilities

- Handling all shipping and delivery of products, working closely with the commercial team to deliver product on time to customers.
- Handling of product parts/sub-assemblies to and from subcontractors.
- Working closely with quality team to handle returns and non-conforming product and monitoring of trends.
- Management of storeroom, stock control and inventory.

## Skills and Requirements

- Organised and self-motivated individual.
- Experience with handling suppliers and subcontractors.
- Experience working within registered quality system environments.
- Experience and knowledge of product manufacturing.

## Attitude

- You have a passion for detail.
- You're flexible and willing to engage with feedback.
- You're always learning and looking to advance your skills.
- You're self-motivated, organised and can manage your own projects.
- You get stuff done but strive to produce the best work you can.
- You enjoy being part of a fast-moving team and being a key player in it.

## Package.

- Competitive Pay.
- Family friendly flexible hours.
- Informal working environment.
- Employer Pension Contributions.
- Private medical insurance.

Please email a CV and covering letter to [careers@surepulsemedical.com](mailto:careers@surepulsemedical.com)

We take privacy seriously. Please see our [privacy policy](#).

[www.surepulsemedical.com](http://www.surepulsemedical.com)