

BURLEY®

Since 1978

Job Description

Job Title: Product Development and Quality Manager

FLSA Status: Exempt

Summary:

This position will lead all aspects of Burley product development and quality; from concept generation, product development and production, through sustaining the product thru its lifecycle. The position will work to deliver outstanding safety, quality, and overall performance of all Burley products. The ideal candidate will possess excellent project management and team management skills, with a proven ability to develop, implement and manage product development and quality projects. This position will explore beyond current categories and markets for potential new product introductions. Experience in the bicycle industry and a passion for bicycles and/or the outdoor industry is a plus. This position reports to the President.

Product Design and Development:

1. Responsible for the company's product strategy and development process including the design and execution of refining current products, expanding current product lines, and increasing product scope in line with the company's brand strategy and product development goals.
2. Manages day-to-day operational aspects of the product design, development and the product team. Identifies resources needed to execute company plans and assigns team members as required.
3. Create, drive and maintain product development project plans and timelines for new and ongoing development projects. Manage changes to the project scope, project schedule and project costs to ensure that all projects are delivered on-time, within scope and within budget.
4. Possess leadership qualities to lead cross-functional project teams (in-house, contract designers, and vendors) to ensure successful completion of projects in line with the company's brand strategy.
5. Is experienced with project management process framework – scope and deliverable identification, requirements gathering, schedule development, ownership accountability, documentation, reporting, and stakeholder management.
6. Perform thorough Design Failure Mode and Effect Analysis during design and development process.
7. Work with designers and patent attorneys to evaluate new Burley products for patentable features, trademarks and other intellectual property items.

8. Help to identify new vendors, materials and technologies, and develop and maintain positive relationships with existing vendors.
9. Ensures project documents are complete, current, and stored appropriately in the Burley document management system. Assure project legal contracts, vendor agreements and IP issues are all identified on the project and are appropriately reviewed and authorized.
10. Develop deep knowledge of the relevant domestic and international markets and categories, including competitors, customers and consumers. Develop deep knowledge of the competitor's products.

Quality and Manufacturing

1. Oversees all aspects of quality and manufacturing of Burley products.
2. Oversees and manages Burley QC process and assure company adheres to product development, testing and quality standards for all products.
3. Ensure product safety criteria are defined, stated, documented, tested for and adhered to for all Burley products. Minimizes exposure and risk on products by building well-constructed, durable products which meet the highest regulatory testing standards for comparable products in the market.
4. Project driver on key manufacturing projects including new product introductions, quality assurance and quality control and vendor improvement initiatives.
5. Oversees the Quality Engineer's tracking and reporting of quality issues and key vendor management statistics, as well as 3rd party testing processes, timelines, and procedures. Identifies, leads and executes opportunities for improving supplier performance and reducing costs.
6. Oversees the establishment and maintenance of product specifications and product quality requirements. Responsible for ensuring all products meet or exceed applicable regulatory requirements.
7. Remains on the forefront of emerging industry regulations, practices, materials and manufacturing processes.
8. Responsible for resolving production issues and problems to ensure on-time and quality production of Burley product.
9. Travels to vendor sites internationally to inspect potential vendors and to oversee and assist current vendors with production, quality and design issues.
10. Plan and conduct Burley product reviews and quality assurance procedure reviews.

Financial Management:

1. Accurately forecasts revenue, BOM costs, tooling costs, margins, and project expenses for development projects.
2. Understand company financial statements and budgeting/forecasting procedures and deliverables.
3. Provide accurate budgets and forecasts for departmental expenses on a monthly basis.

4. Tracks and reports team hours on a monthly basis for R&D credit tracking.

Communication, Leadership and Teamwork:

1. Oversees PD and Quality teams including product development and quality engineers and quality control technician.
2. Is experienced managing projects with cross functional resources, external partners, internal & external customers.
3. Is a highly skilled communicator with strong presentation and listening skills; ability to communicate effectively with all levels of the organization.
4. Holds regular status meetings with project team and Burley management team. Effectively communicates relevant department information.
5. Understands how to communicate difficult/sensitive information tactfully to team members, managers, customers and vendors.
6. Possess the ability to exude a state of professionalism and composure while managing multiple projects and resources with competing priorities.
7. Has strong analytical and problem-solving skills with the ability to anticipate problems and propose solutions.
8. Coach, mentor, motivate, manage, evaluate and communicate with team members about career goals, performance expectations and PD/Quality and company plans. Assure all team members are receiving adequate training and coaching and are obtaining the skills to take on more responsibility and develop professionally.
9. Effectively utilizes each team member to his/her fullest potential. Motivates team to work together in the most efficient manner. Consistently acknowledges and appreciates each team member's contributions.
10. Work as a team player in all aspects of total management responsibilities. Inform the management team and others in the organization about major projects, goals, budgets, and roadblocks in a timely, effective, and meaningful manner.

Continuous Improvement:

1. Suggest areas for improvement in internal processes and implement solutions to keep team working efficiently and improve quality in the business.
2. Approves team members' time and expense reports in a conscientious and timely manner.
3. Reviews the status reports of team members and addresses issues as appropriate.
4. Complies with and helps to enforce Burley standard policies and procedures.

EXPERIENCE/SKILL REQUIREMENTS:

1. Bachelor's Degree or relevant work experience.

2. 4-6 years' experience in product management or product design and development.
3. 4-6 years' experience in manufacturing operations, engineering, supply chain, cost negotiation and procurement experience is preferred.
4. Record of New Product Development and launching products on-time, on-cost, on-budget, and on-specification
5. Experience developing and manufacturing products overseas
6. Driven for excellence, a self-starter with a strong sense of urgency.
7. Exceptional project management skills and attention to detail
8. Ability to plan with foresight and anticipate impact of expected results.
9. Ability to work in a multi-tasked, fast paced environment.
10. Ability to work globally satisfying the needs of diverse constituents with competing deadlines and priorities.
11. Ability to effectively prepare and present information and respond to questions from management, customers, vendors and team members.
12. Excellent written and verbal skills.
13. Highly proficient in Solidworks and various Microsoft Applications.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work areas are inside in a climate-controlled environment with moderate background noise.
- Travel up to 14 weeks per year (domestic and international) for trade shows, company events, customer visits, research, etc.
- The ability to use a keyboard, and to communicate orally and in writing is required.
- The ability to work extended hours as business needs dictate.
- Must be able to transport and set up product.

Certificates, Licenses, Registrations:

Valid Driver's License, US Passport

HOW TO APPLY:

Please submit a cover letter along with your resume to HR@burley.com. Finalists for this position are subject to a criminal background check.