

POMS Corporation

Position Description

Job Title: Lead Implementation Specialist
Department: Project Operations
Reports To: Director, Project Operations
Location: Sterling, Virginia
Prepared Date: March 9, 2018

SUMMARY

Lead successful customer implementation projects by applying POMS*net* product knowledge and customer project implementation experience. Coordinates the project team and participates as a productive team member by executing the Project Plan according to customer and POMS requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The span of responsibility for this position within POMS can include multiple domestic and international projects. The Lead Implementation Specialist will interface with the customer's project team, POMS Project and Account Managers, POMS Development and POMS Customer Support groups.

Specific Roles and Responsibilities:

1. Lead and coordinate all project activities according to the Project Plan. The Lead Implementation Specialist can assume the role of POMS Project Manager on smaller projects.
2. Ensure all project activities are assigned to project staff (selected tasks can be self-assigned) Project tasks include but are not limited to:
 - a) Review User Requirements.
 - b) Map User Requirements into the POMS Functional Design Specification (FDS) and Trace Matrix. Coordinate updates to the FDS as needed.
 - c) Create User Stories for new or extended product functionality.
 - d) Understand and decompose customer's manufacturing processes and configure them in POMS products through electronic recipes and work instructions.
 - e) Lead and coordinate the definition, collection, configuration and modeling of customer data for POMS products. Determine the appropriate methods for data loading into the POMS systems. Provide guidance and expertise to POMS and Customer project teams with understanding data requirements and data reporting.
 - f) Coordinate activities of the technical specialists for product installation (Installation Verification Manual) and interfaces including design, implementation, testing and documentation.

- g) Understand and support customer system validation requirements and industry regulations (e.g. FDA regulations, GAMP etc.) for pharmaceutical and regulated industries. Assist in authoring validation and testing documentation to support customer's validation efforts.
 - h) Support customers during system commissioning / startup of system.
 - i) Support customer project teams through formal and information training and knowledge transfer.
 - j) Handover project to Customer Support at the end of the project
3. Ensure all project activities are completed on time.
 4. Perform assigned project activities as an effective contributing project team member.
 5. Report progress and issues to POMS and Customer project managers in a regular and timely manner.
 6. Develop and maintain detailed functional knowledge of POMS products. Develop and maintain expertise in the configuration and deployment of POMS products. Develop a practical and basic working knowledge of Relational Databases, Barcode Label software, Reporting Software and other software products as required.
 7. Display a commitment to customer satisfaction.
 8. Work effectively with cross functional teams.
 9. Willing to travel overnight and internationally up to 70% of normal work quarter (typically 25-50% travel).
 10. Other related duties as assigned.

EXTERNAL RELATIONSHIPS

The job requires frequent meetings with customer personnel to exchange project and POMS product information.

INTERNAL RELATIONSHIPS

The job requires frequent meetings with Project Managers, Product Development and Customer Support to resolve problems and exchange project and POMS product information.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Degree in Computer Science, Engineering, Chemistry, Physics or Biology
- 5+ years of experience in MES applications, preferable Pharmaceutical, Biotech or Medical Devices

OTHER REQUIREMENTS

- Knowledge of Good Manufacturing Practices (GMP's) Food and Drug Administration (FDA) Guidelines and Good Automated Manufacturing Practice (GAMP).
- Ability to understand manufacturing processes and flowcharting process flows.
- Ability to understand data relationships.
- Proficiency in working with software applications.
- Demonstrated leadership skills.
- US Citizen or Permanent Resident.
- Programming experience a plus.
- IT experience a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee makes frequent visits to manufacturing plant-floor environments. During these visits, the employee is required to abide by the plant's safety regulations.