



## JOB DESCRIPTION

Position: Manufacturing Administrator (Buyer/Planner)  
Reports To: Director of Supply Chain

### Job Summary:

**Company:** MacuLogix, Inc. is a medical device company based in Harrisburg, PA. MacuLogix is the only company to equip eye care professionals with the instrument, tools, and education needed to effectively diagnose and treat patients with AMD. By leveraging the science of dark adaptation through its AdaptDx, MacuLogix is working to eliminate preventable blindness caused by AMD, a chronic, progressive disease that impacts over 170 million people worldwide and goes undiagnosed in 25 percent of patients. Through its AdaptDx dark adaptation biomarker, MacuLogix enables eye care professionals to detect, monitor and treat AMD three years before it can be clinically detected.

**Position:** Support general manufacturing and supply chain projects. Responsible for buying and planning to support manufacturing, including the purchasing of raw materials, components, and supplies to support production schedules. Plan work order releases to production and ensures schedules are met.

### Responsibilities:

- Support manufacturing activities including ERP implementation and maintenance. Ensure inventory accuracy and maintain proper segregation of materials. Prepare kitted materials for production work orders.
- Generate purchase orders for raw materials and components. Closely monitor supplier delivery schedules and routinely communicate with vendors to expedite deliveries when needed to ensure component availability.
- Responsible for planning and monitoring production and maintaining inventory levels of components and finished goods to ensure consistent levels of finished goods are on hand to satisfy customer demand.
- Develop a positive and cooperative working relationship with suppliers through regular, proactive communication.
- Receive and reconcile deliveries against purchase orders. Complete documentation and transactions in the ERP system.
- Maintain Material Item Masters, Bills of Materials, Routings, Production Revisions, and other ERP inputs for manufactured items.
- Conduct periodic meetings with suppliers to ensure product availability and to communicate changing demand issues. Assist in the negotiation of supply terms and participate in contract discussions.
- Work closely with suppliers and quality assurance to resolve quality issues.
- Takes on projects that require knowledge of inventory & production management.



- The above is not intended to be an all-inclusive list of responsibilities. Other activities may be assigned as required by management.

**Experience:**

- 3-5 yrs in procurement role for manufacturing
- Excellent mathematical and analytical skills required.
- Experience with MRP/ERP systems preferred.
- Experience with Microsoft Office software (Excel, Word, PowerPoint)
- Experience in regulated industry (FDA, ISO) preferred

**Education:**

- APICS certification desirable.
- 2 year college degree or higher desired.

**How to Apply:**

Unless otherwise specified in the job description, submit your resume, cover letter and a list of references to [careers@maculogix.com](mailto:careers@maculogix.com). Specify the position you are applying to in the subject line.

No phone calls please.