

## **GRI-Alleset Job Descriptions and Instructions to Apply**

### Available Positions:

- **Production Assembler**
- **Global Project Manager**
- **Corporate Legal Secretary/Paralegal**

### Who are we?

From our corporate headquarters near Atlanta, Georgia to operations in eight countries (the Dominican Republic, China, Hong Kong, Vietnam, India, the Netherlands, UK, USA), GRI-Alleset is a privately held company which focuses on the design, development and manufacturing of disposable medical supplies. We pride ourselves on developing strong customer relationships, driving new product innovation while adapting to ever changing global market demands. To learn more about our company, visit us as [www.gri-alleset.com](http://www.gri-alleset.com).

### **Production Assembler**

GRI-Alleset has a career-building opportunity for a production assembler to join a dynamic and rapidly growing company. This position will be assembling CORE® Room Turnaround Kits for our wholly owned subsidiary of GRI, Invenio Procedure Solutions. The ideal candidate will be positive, proactive, innovative, and have a “can-do” attitude.

- Invenio’s CORE® Room Turnaround Kits are built around the three critical components that drive success in room turnaround processes, helping facilitate more procedures and drive better revenue through O.R. utilization. The customized kits enable transition teams to turn and prepare the room for every procedure with maximum efficiency while providing the highest level of protection for equipment, patients, and staff, all customized to meet the unique needs of each facility and application.

### **Job Responsibilities:**

- Operate within Good Manufacturing Procedures (G.M.P) regulations and guidelines always in accordance with ISO13485.
- Comply with all Standard Operating Procedures (S.O.P’s) in place to build procedure packs.
- Visually inspect components during the assembly process for any product defects and immediately report defects to supervisor or Quality department.
- Assemble product in an efficient and accurate manner, using proper components and lot numbers.
- Must be able to provide accurate and detailed count of each medical kit's contents.
- Must be able to work in a sterile environment every day.
- Must meet daily production goals.
- Assures build work area is kept clean, safe and in an orderly manner.
- May help assist with the training of newly assigned Assemblers.
- Other/ related duties as required.

### **Qualifications/Education:**

- High school diploma or GED preferred
- Display effective time management skills
- Ability to work independently or as a productive member of a team
- Ability to pay close attention to detail with a high degree of accuracy

- Ability to follow directions
- Ability to match like numbers
- Ability to keep up with required production rate
- Willingness to seek and gain further knowledge of components, as well as, further knowledge and skill in the assembly process

**Physical Demands:**

- Long periods of standing are required.
- Minimal lifting required, up to 30lbs.
- Climb stairs.
- Stand, sit, stoop, kneel, and crouch.

**Work Environment:**

- Works on the production/assembly floor thermostatically controlled to room temperature with adequate lighting and ventilation and with occasional elevated noise levels.
- Our work environment is casual and fun, but we also work hard
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Travel:**

- Minimal travel is expected for this position.

**Benefits:**

- GRI complete insurance coverage including; medical, dental, vision, life insurance, flex spending account, 401K, holiday and personal/vacation days.
- EEO/M/F/D/V

**Job Type:** Full-time

**Pay:** From \$13.00 per hour

Please send all interested resumes to [csmith@gri-alleset.com](mailto:csmith@gri-alleset.com).

**Global Project Manager**

We are seeking a Global Product Manager to join our dynamic team. This individual will be responsible for the marketing of a key group of disposable medical supplies, including surgical accessories, room turnaround kits and other medical device devices categories as deemed appropriate. This includes developing and executing the global marketing plan, leading and coordinating all cross functional activity and projects, collaborating and partnering with internal and external stakeholders, with the objective to attain profitable topline sales/profitability in order to achieve the organization's financial goals.

Our ideal candidate must work well in a fast-paced environment with all levels of an organization, be a self-starter, highly motivated and adaptable.

Own the upstream marketing for assigned product lines, solidify vision and strategy, develops and maintains the product roadmap, and articulates product's value to the business

**Job Responsibilities:**

- Develop and execute effective plans and programs for product platform, both strategic and tactical, to ensure achievement of top line sales growth and gross margin targets.
- Develops short-term and long-term product promotion strategies.
- Manages activities with members of various departments to implement the marketing plan (includes sales, operations, research and development, regulatory, quality assurance and supply chain).
- Formulates effective pricing strategies.
- Develops and manages new product introduction process, including written product proposals, project management, all launch activities, line extensions and modifications.
- Collaborate with sales, supply chain and production teams to develop timely and accurate forecasts to ensure required fill rates on existing and new products while supporting sector goals to improve return on working capital. Constantly evaluate the mix of product codes assigned reducing redundancy and increasing product line standardization wherever possible.
- Strong collaboration and partnership with internal and external stakeholders. Consistent, routine, clear and concise communications and presentations.
- Establish a clear leadership position in key market segments by demonstrating an end user focus, staying close to customers, gaining customer insights, and establishing relationships with industry KOLs.
- Coordinates participation at trade shows and sales meetings and participates as required.
- Support and guide development and execution of tools and training to develop and maintain sales force competency to drive new product sales and provide superior customer service.
- Actively seek and positively respond to performance and personal development feedback, while initiating activities to enhance personal functional effectiveness to realize full career potential.
- Develops, analyzes and maintains competitive profiles for products and companies including literature resources.
- Strong Communication & presentation skills
- Ambitious, ability to multi-task and manage multiple clients and projects/tasks simultaneously.
- Defines product market size, target market, customer personas, and customer requirements necessary to meet market demand and adoption.
- Understands Voice of Customer (VOC) and empathizes with customer's product pain points and unmet product needs.
- Support sales and operations planning (S&OP) and align all functions of the organization to ensure customer service levels and reduced lead times.

**Qualifications/Education:**

- A Bachelor's degree is required.
- Five years of product management, marketing or equivalent experience.
- Knowledge in medical device product management, strategy development, category financials
- Ability to travel up to 30%.

**Job Type:** Full-time

**Work Location:** The position is in our Flowery Branch, Georgia office

**Benefits:**

- Health, Dental and Vision insurance, 401k
- Paid time off
- EOE/M/F/D/V

### **Company Describes Its Culture as:**

- Detail-oriented -- quality and precision-focused
- Innovative -- innovative and risk-taking
- Aggressive -- competitive and growth-oriented
- Outcome-oriented -- results-focused with strong performance culture
- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative

Please send all interested resumes to [csmith@gri-alleset.com](mailto:csmith@gri-alleset.com) for immediate consideration for the Global Project Manager role. Only those candidates meeting the company's requirements will be contacted.

### **Corporate Legal Secretary/Paralegal**

This position is full time and based in Flowery Branch, GA

#### **Job Responsibilities:**

- Execute the administrative manager of corporate legal function. Prepare Corporate Actions/Resolutions/Minutes as required
- Maintain corporate summary spreadsheet/status report of corporate legal initiatives.
- Assist with corporate filings, manage catalog legal documents and ensure proper indexing and filing of legal documents
- Review, edit and contribute to business agreements, advisories and bulletins from legal perspective.
- Respond to discovery requests of routine legal matters. Research legal issues and prepare memorandum at time to time. Research and analyze law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes
- Work with business units and subsidiaries on completion, renewals, terminations of contracts. Process day to day legal and contract document reviews and signoffs, in conjunction with both external and internal parties. Prepare contracts/terminations/notices to internal and external parties.
- Assist with risk management and compliance training materials, records, seminars. Coordinate with insurance carrier on general liability, property, product liability insurance.
- Manage and maintain procedures and documents pertaining to finance, bankruptcy, securities, trademarks, patents, and other similar issues.
- Act as liaison between parent company and subsidiaries for legal related matters.
- Maintain contracts library, establish best document practices for managing accessing, changing, issuing and retracting of files. Periodically perform audits of contracts for specific requests/expiration/amendments/updates/terminations/clause.
- Communicate with outside counsel and maintaining general administrative of the services. Act as liaison between company and professional service providers
- Offer services in corporate litigation procedures and other specific business legal needs. Draft litigation pleadings and set up and maintain legal/litigation files/status reporting.
- Assist credit/finance department on collection matters.
- Research and coordinate with state, county and city departments on issuance of certain licenses
- Maintain leases, licenses, certifications and other statutory documents. Maintain Corporate Minute Books, closing/transaction books, ledgers, memorandum books, and due diligence documents.
- Perform trademark/patent searches as requested

- Prepare immigration documents when needed, work with HR on supporting immigration related legal matters.
- Respond to and/or prepare periodic garnishment reports/answers and guidance/coordination with H.R. on various issues.
- Work/coordinate when needed, regarding environmental and regulatory matters
- Maintain and manage all legal billing/expenses; Review and submit legal invoices

**Knowledge, Education & Skills:**

- Strong experience in legal research
- Experience in general business/commercial environment a plus
- Strong Experience with Microsoft office and related document skills
- Ability to work 8+ hours per day in an office setting.
- May occasionally lift and move up to 20 pounds in an office, customer site or similar setting.
- Appropriately interact with others in stressful and busy situations.
- Regular and reliable attendance is required.
- Bachelor's degree in a related field, paralegal certification and training required.
- 5 years+ corporate paralegal experience

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