

# ReCor Medical

Ultrasound Denervation Therapies

## **Facility Manager**

Department: Operations

Reporting to: VP, Ops

Location: Palo Alto, CA

## **About ReCor Medical**

ReCor Medical, headquartered in Palo Alto, CA, is an innovative medical technology company focused on transforming the management of hypertension, the leading cardiovascular risk factor in the world. ReCor has pioneered the innovative, minimally invasive use of ultrasound in renal denervation to lower blood pressure in patients with hypertension. The company is focused on investing in high quality product development efforts, as well as rigorous clinical studies to create a strong foundation for future clinical adoption.

ReCor Medical is a wholly-owned subsidiary of Otsuka Medical Devices Co., Ltd. Otsuka Medical Devices focuses on the global development and commercialization of endovascular therapies that provide new therapeutic options in areas where patient needs cannot be met through pharmaceutical treatment. Otsuka Medical Devices Co., Ltd. is a subsidiary of Otsuka Holdings Co., Ltd., a leading global healthcare group listed on the Tokyo Stock Exchange (JP 4578). With operations in pharmaceuticals, nutraceuticals, medical devices and other health-related businesses, the group generated worldwide sales of app. US\$13 billion in the fiscal year ended December 2019 and has a market capitalization of app. US\$25 billion.

<http://www.omd.otsuka.com/en/> <http://www.otsuka.com/en/>

## **Position Summary**

This is a hands-on position which will manage the design, construction, maintenance, and utility necessary for a safe and capable facility for the ReCor business. Position reports to the Vice President of Operations and may supervise technicians.

## **Responsibilities and Duties**

Duties & responsibilities include, but are not limited to:

- Manage facility safety, security, equipment, utility, construction, and design
  - Includes HVAC, plumbing, house gas supply and compressed dry air, electrical, backup systems, and facility design and qualification
  - Inspection of building and grounds, including common areas, restrooms, dumpster areas, emergency shower and eyewash, fire inspections, test of emergency lighting, etc. to assure safety;
  - Furniture design and installation: ceiling tile replacement, office installs (white boards, pictures, cube reconfiguration, keyboard tray installs, and office furniture moves)
  - Electrical work including fluorescent ballast replacement, install and troubleshoot of electrical circuits, etc;

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- HVAC repair and troubleshooting; able to respond to heating/air conditioning requests for offices, conference rooms, and open areas.
- Security and access control; manage security system and be the primary contact for security services and key-card control.
- Manage staff for execution of facility requirements
  - Build and manage internal and external team to ensure control of the facilities
  - Develop, communicate, and revisit performance expectations with this team
  - Develop schedules based on Facility Plans (long-range) to ensure infrastructure needs are delivered to business plan.
- Responsible for ensuring personal and company compliance with all Federal, State, Global, Local and company regulations, policies and procedures for Health, Safety and Environmental compliance.
- Must be able to work a flexible schedule and respond to off-hour emergencies as needed;
- Must be able to manage projects- to interact, direct, and coordinate with vendors and associates;
- Must execute work in a manner compliance with FDA and ISO guidelines for medical device development and manufacture

### **Requirements**

- Must have experience in a regulated environment such as medical devices
- Bachelor of Science degree and/or a proven track record of facility or equipment management (maintenance trade, formal apprenticeships and/or on-the-job training).
- 5+ years of experiences with facility operational management; specifically, in design, maintenance, and safety compliance
- Experience developing and managing budgets with financial, contract management and purchasing skills.
- Ability to safely lift 50 pounds.
- Must have the ability to multi-task in a fast-paced environment and respond to changing priorities.
- Customer-oriented approach to work and employee requests.
- Must have excellent communication skills and the ability to understand and/or communicate project needs.

### **Equal Employment Opportunity**

At ReCor Medical, we value bringing together individuals from diverse backgrounds to develop new and innovative solutions for patients. As an equal opportunity employer we do not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information gender identity or expression, sexual orientation, marital status, protected veteran status, or any other legally protected characteristic.

E-mail resume to HR: [Careers@recormedical.com](mailto:Careers@recormedical.com)