1. Negotiated manufacturing service agreements and quality standards.
2. Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives.
3. Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands.
4. Exceeded targets by building, directing and motivating high-performing sales team.
5. Devised, deployed and monitored processes to boost long-term business success and increase profit levels [Number]%.
6. Facilitated change management activities for department and staff of [Number] individuals.
7. Oversaw supply chain and supported tech transfer projects, batch release testing, change management and resolution of customer complaints.
8. Prepared quotes for new products and services and composed budgets.
9. Maintained store equipment, including computers, printers and fax machines.
10. Performed customer needs assessments and coordinated resolutions with supply chain and quality teams.
11. Used [Software] and [Software] to generate quotes and proposals for customers.
12. Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
13. Conducted forecasting to determine possible changes and issues for supply chain business.
14. Coordinated all companies, business executives and site leadership teams by interacting effectively and establishing communication best practices.
15. Increased operational efficiency by developing improved filing systems for confidential client records and reports.
16. Recruited and developed [Number] employees for [Type] department.
17. Coordinated site investigations, documented issues and escalated to executive teams as needed.
18. Greeted and welcomed new members, establishing and updating memberships to [Company] [Type] programs.
19. Streamlined and monitored quality programs to alleviate overdue compliance activities.
20. Developed and implemented productivity initiatives, in addition to coordinating itinerary and scheduling appointments.