

**北京安泰生物医用材料有限公司 AT&M Biomaterials Co., Ltd**

**招聘岗位：研发总监 Recruitment position: R & D Director**

**工作职责 Operating duty:**

- 依据公司年度目标，进行本部门年度目标、工作计划的编制；  
Prepare the annual target and work plan of the department;
- 负责本部门年度目标分解，组织部门人员开展工作并监督实施；  
To be responsible for the annual target decomposition , organize the team to carry out the work and supervise the implementation;
- 负责研发项目立项、任务书、计划书、结项等系列文件的审核，负责实验报告的批注；  
Responsible for the review of project approval, assignment book, Proposals, project closure report and other documents, responsible for the annotation of experiment reports;
- 负责公司产品项目注册文件的审核、批准；  
Responsible for the review and approval of the company's product project registration documents;
- 负责研发项目进行过程中问题的反馈和妥善解决，为研发项目协调资源；  
Responsible for the feedback and proper settlement of the problems during the R & D project, and coordinate the resources for the R & D projects;
- 根据公司发展需求，必要时申请审批对项目计划进行调整；  
According to the company needs, apply for approval and adjust the project plan when necessary;
- 组织研发关键节点的评审，并对评审结论进行批准；  
Organize the review of key R & D, and approve the review conclusions;
- 组织完成研发技术文件与最新法规、标准要求的及时更新；  
Organize and complete the timely update of research and development technical documents and the latest regulations and standards;
- 制定产品（涉及医疗器械 I/II/III）设计项目计划，组织进行产品设计评审；  
Develop product design project plan (involving medical device I / II / III), organize product design review;
- 负责新产品设计、更改文件的审核批准；  
Responsible for the review and approval of new product design and revised documents;
- 负责组织进行新产品工艺文件的评审；对产品的工艺文件进行批准，对工艺文件的变更进行批准；  
Responsible for organizing and approving the review of the new product technical documents; and approving the revising of the technical documents;
- 负责为工艺编制和更改，以及内外产品资质审核工作协调资源；  
Responsible for coordinating resources for technical preparation and updating, as well as internal and external product qualification audit;

- 负责确定归档的技术文件并批准;  
Responsible for determining and approving the archived technical documents;
- 负责对未归档的技术文件备份;  
Responsible for the backup of unarchived technical files;
- 负责牵头专利申请、外部课题支持、国内外学术交流、市场推广技术支持等工作, 积极协助总经理完成年度目标和公司战略规划任务;  
Responsible for leading the patent application, external project support, domestic and foreign academic exchanges, marketing and technical support, and actively assisting the general manager to complete the annual goals and the company's strategic planning tasks;
- 负责积极配合协助上级领导完成其他工作;  
Responsible for actively cooperating and assisting superior leaders to complete other work;

#### **任职要求 Job requirements:**

- 硕士、博士学历; 口腔医学/化学/高分子材料学等背景优先;  
Master, PHD degree; stomatology / Chemistry / polymer material Science is preferred;
- 具备医疗器械行业研发相关工作八年以上;  
Over 8 years of research and development related work in the medical device industry;
- 具备一定团队组织和管理经验; 高度团队合作精神;  
Have certain experience in team organization and management; high team spirit;
- 具备良好的沟通能力与解决问题能力, 思维敏捷, 学习能力强, 有创新精神;  
Good communication skills and problem-solving ability, quick thinking, strong learning ability, and innovative spirit;
- 具备高度责任心, 爱岗敬业, 诚信专注, 为人正直, 吃苦耐劳;  
Have a high sense of responsibility, love and dedication, integrity, focus, integrity, hard-working;
- 具备熟练中英文书面和口头表达沟通能力;  
Proficient in written and oral communication skills in Both Chinese and English;

**工作类型 Job Type:** 全职 Full-time

**薪资 Salary:** 年薪 (面议) Annual salary (negotiable)

**工作地点 Location:** 北京 (昌平区东联同创产业园) Beijing (Donglian Tongchuang Industrial Park, Changping District)

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