

Novotech, Inc.

Operations Manager

Novotech, Inc. is an exciting and growing company in the electro-optics industry. We manufacture products for the thermal imaging and infrared optical industries. At Novotech, we specialize in infrared optical blanks and components for use in our customers' electro-optic and photonic devices. Novotech is a job shop, and manufactured products are always changing. The company is ITAR registered and complies with ISO 9001:2015.

Title: Operations Manager

Category: General

Schedule: Full Time (40 hours per week), First Shift, on site

Organizational Relationships: Reports to President/CEO and support responsibility for all managers

Job Description

The Operations Manager is a key member of the company's management. She/He will have broad experience in the production of optical components. Responsibility will include:

- Overseeing the Production, Purchasing, Sales, and Quality teams
- Maintain and track (raw material) inventory
- Developing and monitoring budgets
- Recruiting and oversight of human relations matters
- Collaborate with the company president to manage the supply chain
- Develop and execute annual goals.

Education

- BS in Physics or Engineering

Requirements

- 5 years in similar role in the Optics components
- Shop supervision experience and ability to lead a team
- Ability to apply and work to policies, regs and procedures
- Hands-on knowledge of fabrication equipment and machinery
- Knowledge of CNC processes and optical fabrication machinery
- Knowledge of SolidWorks
- Knowledge of Crystal Reports
- Knowledge of optical component features.
- Experience working with an ERP system for workflow, job tracking and inventory management

Novotech Benefits:

- Competitive Pay
- Benefits
 - Medical, Dental, Vision with company match
 - 401K with company matching
 - Performance bonus
 - Flex Time
 - Casual atmosphere
 - Vacation time & Sick time
 - 8 paid holidays
 - Suburban location - low traffic during commute
 - Company located within walking distance of the beautiful Bruce Freeman bike trail