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