



## **Production Manager**

### **DESCRIPTION**

Mosaic Microsystems is looking for a Production Manager with an entrepreneurial spirit, who is excited to grow with, and help shape, the production cleanroom for our high-tech start-up. The Production Manager is responsible for planning, directing, and coordinating the work activities and resources necessary for manufacturing our products in accordance with cost, quality, delivery and quantity specifications. This person will be responsible for meeting daily production goals based on customer requirements, product introduction, equipment availability and materials supply. Additional responsibilities include building the right team, and training employees on continuous process improvements to maintain the highest quality standards. The Production Manager will play a key role in company growth including recruiting, selecting, developing, and evaluating personnel to ensure the efficient operation.

This is an early stage role to help establish and mature production functions in a start-up company. Our ideal candidates are bright, talented, hands-on professionals focused on personal and operational excellence, interested in growing with Mosaic. The ability to handle pressure, stay organized, and multi-task is important. Candidates should also have a strong sense of self-accountability, high attention to detail and sound judgment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for assembling, leading and managing the Operations Team.
- Willing to drive and participate in early activities while team being assembled and scale-up capacity is developed.
- Sets clear consistent group objectives aligned with company's strategic priorities and interacts with all levels of management.
- Working alongside functional partners, develops and maintains headcount and capacity planning tools. Establishes immediate, short term, and long-term production schedules which are aligned with corporate cost and operating targets.
- Recommends measures to improve production methods, equipment performance, and quality of product.
- Interprets specifications, and job orders to workers, and assigns duties.
- Implement and develop solid systems and processes to ensure the overall success of organization and department.
- Interprets company policies to workers and enforces safety regulations.
- Ensures compliance to cleanroom protocol and all current cleanroom process specifications.
- Review and maintain inventory levels and raw materials are ordered, on hand, processed through QC and stored appropriately.
- Assist with execution of ERP software.

### **OTHER SKILLS & ABILITIES:**

- Able to operate in a dynamic start-up environment
- Excellent communication (written and verbal) skills
- Desire to grow, take on new responsibilities and establish oneself on our team
- Good problem-solving skills, comfortable with processes that are still maturing
- Knowledge of and working experience with MES, inventory control and MRP systems



- Requires excellent time management and prioritization skills to effectively react to and anticipate the needs of the business
- Experience with implementing statistical process control, (SPC), PQM, and ISO compliant processes are required.
- Experience with safety compliance and safety management system.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree or equivalent level of education or experience to sufficiently and successfully perform the essential job functions
- Minimum of 5 years' experience, 2 of which must be in a similar role leading a manufacturing production team in a clean room environment.
- Experience in Semiconductor, Electronics, and/or Aerospace Industries desired

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- US Citizenship required

## **COMPUTER SKILLS**

Proficient in Microsoft, Excel, Word, Power Point and MRP system a plus