

Controller / Director / VP

Job Description:

- Work closely with the company's CFO, and ensure that all of the responsibilities pertaining to the accounting department are met
- Develop and direct the activities of the professional staff involved with the financial aspects of (regional) operations, including forecasting, planning, budgeting, credit and collections, cost accounting, and financial control systems
- Report to the CFO (President) and be responsible for all accounting functions
- Providing analytical, budgetary & financial planning management/reporting support to senior m
- Establishing and maintaining internal controls, external financial reporting
- Interface with external auditors, handling all corporate tax matters
- Coordinate and oversee the annual profit planning process
- Introduce new methodologies and techniques for the use in planning and analysis
- Evaluate business opportunities and their potential impact on the strategic growth of the company
- Introduce and prepare financial analysis to be presented to senior management and develop interim and long-term financial forecasts
- Responsible for staff development and management
- Perform special analyses and presentations to senior management relating to changes in accounting rules and accounting / reporting impact of changes in business conditions
- Interface with regional controller in the areas of financial reporting and accounting
- Ensure compliance with tax regulations in all jurisdictions
- Conceive and implement policy and procedure
- Oversee expansion into other regional offices, acting as project manager for new office build-outs in finance side
- Be a key business partner in the organization to ensure proper financial considerations are taken into all business decisions
- Coordinate, schedule and manage resources across development and implementation teams
- Develop the short-term and long-term financial strategic plans and possible public listing in 3-5 years
- Ensure accuracy and timeliness of all financial reporting and Accounting operations
- Improve financial management tool
- Lead and support the financial analysis of the business to support decision making
- Manage a small team with the highest efficiency
- Manage design, development, testing and implementation of global financial system
- Prepare report of customer performance and staff performance
- Reengineer financial and accounting operations processes and information systems
- Responsible for Finance, Accounting, Administration, Logistics in Asia Pacific

- Support business and revenue growth initiatives
- Direct the whole accounting operation to ensure maintenance of sound financial accounting systems meeting statutory requirements
- Develop and maintain sound internal control procedures, and implement an efficient and timely reporting system
- Supervise accounting team, logistic team and IT personnel
- Establish annual plans and monthly forecasts meeting tight deadline
- Liaise with auditors and bankers

Accounting Manager

Job Description:

- Supervision of all accounting and internal and external reporting function, including all required public filings
- Handles all aspects of Accounts Payable, Accounts Receivable, General Ledger, and financial statement preparation
- Oversee all payroll functions and coordinate information with outside payroll service
- Prepare accurate month-end and year-end closings
- Completes special projects per the direction of the CEO
- Supervise staff accountant to ensure that all entries and analysis are accurate and completed in a timely manner
- Ensure that all system interfaces to the general ledger are properly recorded
- Prepare various balance sheet and income statement account reconciliation
- Understand and assist the maintenance and monthly process of the company's general ledger and report writing systems
- Assist with coordination of month end and year end activities and audits
- Assist in special projects as assigned
- Handle all aspects of financial accounting: financial statements, budgeting, and allocating grant money
- Will oversee the AP department and oversee the accounting/month end close process
- Work with xxx system, including report maintenance, account maintenance and report writing
- Participate in month end closes including preparation and entry of journal entries, run month end financial reports
- Coordinate inclusion of different data streams such as Payroll, Accounts Receivable and Circulation Accounts Receivable
- Analyze revenue and expense accounts; assist in balance sheet analysis
- Corporate accounting functions: consolidations, audit, management reporting, financial analysis, and bank reconciliation
- Streamline operational expenditure analysis, develop annual operating budget, provide financial and analytical information to management, and perform ad-hoc project analyses as needed
- Working closely with colleagues throughout the organization to manage a complex organization with both manufacturing requirements and the delivery of e-services
- Implementing the financial infrastructure needed to support an organization with planned annual revenues of xxx by fiscal year xxx

Financial Analyst (Accounting Supervisor / Assistant Manager)

Job Description:

- Financial analyses and comparative, detailed analyses of business plan and actual results, business development and company operating and expansion projects
- Implement and maintain financial reporting system and prepare, analyze and review consolidated financial results
- Provide information and value-added analysis to business managers at all levels, including the corporate office and the board of directors
- Prepare financial reports, provide advice on transactions, define accounting policies, and organize/consolidate multi-year plans and annual budgets
- Monitor financial controls and maintain/enhance financial reporting infrastructure
- Assist in monthly financial close and budget review process
- Maintenance of salary information working with Human Resources to reconcile any discrepancies
- Analysis of balance sheet accounts, fixed asset accounts and expense accounts
- Daily interaction with business operations staff required to support their business demands and ad hoc projects based on senior management needs to facilitate financial reviews
- Provide support to meeting planners in the preparation of budget forecasts and the reporting of actual meeting expenditures
- Process vendor invoices for payment
- Respond to request for information/special projects from departmental managers
- Analyze the financial statement of the division, particularly for each product being produced
- Preparing consolidations packages
- Prepare and analyze performance reports
- Prepare annual budgets, forecast & planning & analysis for designated business unit
- Analyze monthly expense variance with comments and research questions/comments from specific business unit
- Produce monthly profit & loss and funds flows packages for various business units
- Create reports in various software packages; perform ad hoc analysis as required
- Supervise cash management system, oversee daily collections, disbursement, short term investing and borrowing, and monthly cash reporting
- Capital expenditure forecast process, analyze, and report
- Prepare, review, and analyze of quarterly revenue forecasts and operating expenses
- Administration of bonus plans for all employees
- Track and report overhead expenses, headcount, and capital additions vs. budgets

- Review proposed purchasing for compliance to budget; prepare weekly cash flow forecast
- Preparation of consolidated explanations of variance to budgets and forecasts for expense and capital expenditures
- Preparation of consolidated major account analysis which will include prepaid assets, fixed assets, investments, intangible assets, accrued liabilities and equity
- Conduct monthly meetings with department heads to review actual expenses versus budget/forecasted expenses and to revise the department forecasts appropriately
- Review payroll gross to gross reconciliation and the payroll journal entries
- Prepare the payroll bank reconciliation

Office Manager

Job Description:

- Provides analytical and specialized administrative support associated with office operations
- Deals with sensitive departmental organizational issues
- Works independently with latitude to identify issues and recommend solutions
- Coordinates ongoing multiple projects, orchestrates meetings, develops timelines, researches agenda items, negotiates work space, procures data/communications equipment, furniture, supplies and may direct clerical staff for on-site support as needed
- Researches, compiles and formats information into database and spreadsheets
- Monitors project costs, timelines, staffing, space and equipment needs
- Analyzes data and makes recommendations to correct variances, disseminates information to project teams/staff
- Interprets policies and procedures in response to inquiries
- Maintains confidential company files and records, and ensures that all internal and external reports and records are kept current, complete and timely
- Overseeing the daily administrative functions and workflow of the department
- Acting as a liaison between department, function, clients and engagement team
- Manage the daily office business details; supervise xxx staff
- High degree of autonomy, and is expected to accomplish all kinds of special projects as required
- Analyzing and coordinating office services such as personnel, budget preparation and control , fiscal affairs, equipment utilization, and record controls
- Prepare memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitor compliance
- Organize and standardizes of records such as office supply requisitions and bookkeeping, filing systems, equipment maintenance contracts, and other services
- With operations team and HR, plans and prepares for new employees joining the firm with regard to standard equipment set-up
- Training on office equipment, assign phone extension, assigning desk/work area, ordering business cards, adding to employee rosters, etc.
- Develop office budget and supports fiscal responsibility and cost control with regard to office equipment and operations purchases
- Maintains contact and nurtures relationships with internal customer and outside vendors
- Formulates and coordinates specifications and requirements for vendor proposal and contracts, and other associated documents for facilities management
- Manage performance within operations team (performance reviews, goal setting, counseling, coaching, training)

- Mentor and advise team members as regular point of contact
- Participate in career development and employee retention

Executive Secretary

Job Description:

- Arrange travel schedules, appointments, and meetings
- Handle phone systems
- Take care of the CFO schedule, conducting light research, attending meetings and hearings
- Prepare official corporate documents and correspondence, and providing protocol support for distinguished visitors
- Provide administrative support to President
- Coordinate travel arrangements and conference calls
- Maintain meeting and appointment schedule
- Provide general clerical support: (type correspondence, faxing, mail, phones, photocopying, etc.)
- Prepare presentation material using PowerPoint
- Compile several monthly reports
- Provide departments support as needed
- Assist with follow-up and resolution of miscellaneous customer service issues
- Assist in the inventory control of department supplies
- Prepare mainframe computer reports, ad-hoc reports (such as shipment reviews) sales bulletins and prepares and answers routine correspondence
- Interacts with customers via telephone and e-mail making professional decisions regarding customer requests and requirements (e.g. will be able to resolve first line customer inquires like basic pricing questions and/or contact appropriate parties in response to customer questions)
- Perform general office duties including opening and screening mail, making travel arrangements, maintaining department's files, and filing expense reports for Sales Department
- Administers samples and specification requests from customers which includes analysis of requirements based on the request
- Plans and coordinates department meetings

Marketing & Sales Director / VP

Job Description:

- Develop a marketing programs plan, which covers strategy, activities and budget
- Hire and manage marketing programs professionals to execute all activities
- Actively participate in the development of the company's positioning and key marketing messages
- Act as a company spokesperson
- Work closely with the product development team to identify new products and will be responsible for leading global marketing and communication strategy
- Conduct and specify marketing requirements for market and customer research
- Identify opportunities and develop information to define markets, market potential, competition and product requirements that are the key to success
- Define and communicate strategic vision for products
- Define and document product descriptions and demonstrations
- Prepare press releases, end user case histories and technology white papers
- Maintain product status information and knowledge of customer requested and requirements using certain processes
- Help identify and develop close key vendor relationships
- Work with marketing and sales staff to produce programs that exceed customer expectations in sales and customer service
- Define promotion activities, advertising plans, internet broadcasting, and will push the envelope on using the latest internet technology to create a national presence
- Develop a public relations campaign, strengthen the sales strategy generating new revenue streams and guide the strategic outcomes for customer service
- Responsible for executing marketing strategies and providing overall direction for the company marketing effort
- Development of a marketing team and the identification of new opportunities
- Develop and implement promotional efforts including print advertising, product brochures, promotions, website strategy and tradeshow execution for all products and services
- Corporate identity branding, developing and implementing traditional and on-line campaigns
- Establish relationships with PR and advertising agencies, and developing budgets for marketing
- Responsible for formulating & administering corporate policies & developing long range goals & objectives
- Provide strategic direction for the marketing division including sales and marketing support staff
- Optimize plan profitability and position in the marketplace

- Direct the entire group and individual marketing effort including planning & forecasting, overseeing all groups sales activities, analyzing and interpreting results obtained, and taking necessary corrective action
- Establishes procedures and goals for the division
- Serve as a member of the senior management team providing input and direction on the company's strategic and operational goals and objectives

Marketing Manager

Job Description :

- Responsible for the development of marketing strategy and annual marketing plan to achieve financial goals of the brand
- Responsible for the coordination and implementation of pricing, promotion, advertising strategy and merchandising, media and distribution
- Responsible for budget management, analysis and interpretation of financial, marketing and competitive data
- Search for and identify market potential for new and existing products
- Establish pricing and market strategies, estimate potential sales, defines and executes promotional activities, plan and execute tactical and strategic support for products from start to end
- Responsible to guide the research and development and manufacturing direction of the company by understanding the market place
- Support key accounts through joint sales calls and develop customer-specific product marketing strategy as needed
- Act as product management 's "Product Champions" for the sales organization
- Provide remote and on-site sales, initiated product direction presentation, product application presentations, product benefit and differentiation presentations, etc.
- Provide customer feedback on current products and proposed product directions
- Provide regular feedback on observed competitive presence and trends
- Analyze track and understand market size segmentation growth trends and characteristics for the product line
- Analyze and understand competitive products, pricing, positioning, market share, strength & weaknesses, channel, company, etc.
- Provide training and product knowledge to sales staff
- Work with Brand Marketing through planning stages of annual plans to provide market perspective and focus
- Direct and provide input to Marketing which allows them for deliver desired / required promotional and merchandising efforts
- Evaluate, recommend, plan and conduct sales and product training and materials
- Maintain brand equity and positioning in all target market segments
- Responsible for developing and managing channels development, buying and promotional programs necessary to enhance the growth of the strategic business unit
- Develop and implement strategies and tactics to enhance the growth of the strategic business unit
- Assist in the development and implementation of annual buying and rebate programs to support strategic business unit brand

- Working with the appropriate marketing and/or product manager, coordinate the development and implementation of channel programs that compliment the individual brand strategies
- Implement acquisition and retention activities, concept planning and development, budget and projections
- Manage creative production (multi-media campaign), media buying, organize and managing procedures and personnel
- Develop departmental budget and provide input to division operation budget
- Set short and long-term goals, budgets and strategies for marketing functional area relative to division goals
- Research, analyze and update consumers activity, sales performance and consumer trends in creating and maintaining promotional strategies

Group Product Manager / Product Manager

Job Description:

- Effectively manage all aspects of product line development, launch and maintenance
- Define project plans and implementation timelines; carry through to implementation
- Develop financial, sales and marketing plans and implementation schedules
- Develop and lead training for sales and other company personnel
- To lead the product development group to meet all commitments, include budgetary, new product delivery, and existing product enhancement
- Play a leading role in the context of the overarching marketing plan
- Identify and prioritize product opportunities, creating the business plan for pursuing these opportunities to define the go-to-market plan
- Should be lead ideas-from product definition and requirements gathering to pricing, testing and packaging
- Also be responsible for helping position the product line and creating an appropriate launch plan with strategies for messaging, communications and event attendance
- Have to work with numerous constituents within the organization gaining their input and buy-in
- Report to: Director of product Marketing
- Work with all related groups, internal and external, to ensure successful and timely implementation of enhancements and other changes
- Collect market requirements from end-users and the competitive environment, synthesize these requirements into product plan, and then work with the product development team to deliver the goods
- A solid understanding and intuition for the end-user experience is critical in developing products that are easy to understand and use
- Develop a team to create and execute a strategic marketing plan to support direct and channel sales
- Lead the research to competition in market position technology, and strategies to keep the product on the leading edge
- Work internally as well as with customers and partners to define the future of the company's products
- Have the opportunity to work with strategic partners to develop co-marketing strategies
- Responsible for product management and market planning
- Develop requirements for product development and champions the development process
- Maximizes product performance from both revenue and customer satisfaction perspectives

- Documents marketing requirements for all new product release
- Primary advocate for category and feature sets for new product release
- Presents market information to senior management including analysis of trade-offs between market potential and development requirements
- Interface with sales, project management, industry partnership, engineering, and senior management to enhance or develop new products and services
- Survey the marketplace to make feature-by-feature comparison pricing strategies
- Product positioning, product launch plans, and pricing policy recommendations that result in successful market entry for new feature / function products
- Development, recruiting, and alliance / partners among other areas. Work closely with multiple functions within the company to manage the brand
- Serve as the primary contact to the field/sales department for product –related questions, materials and information
- Develop competitive analysis and positioning relative to company products and the marketplace
- Capture market requirements to help drive product development
- Provide competitive support to sales and marketing groups, including providing competitor counter positioning, pricing strategies, internal sharing of competitive information from other market segments, etc.
- Provide regular overviews to sales team of key market directions, including collaboration in developing pricing strategies in-line with market trends, business & network directions in market, etc.

Sales Manager/ Supervisor

Job Description:

- Manage a team of sales reps to maintain and grow existing accounts and develop new revenue opportunities in the general business market
- Responsible for achieving sales goals for all product lines in the sales region, through management of outside sales representatives and branch sales staffs
- Responsible for driving revenues within this region
- Will be responsible for developing new accounts, managing sales reps, maintaining a strong relationship with existing customers and will cover xxx% of the North American market
- Generation of product revenue on existing product lines within the commercial marketplace
- Training sales force, and evaluating prospective and current competitiveness and general coverage of territory
- Work to create a "high level of awareness" for company products with the sale force by a combination of in-person communication, written documents and mentoring
- Provide motivation to sales team to surpass sales targets through coaching and effective training
- Provide leadership and guidance to a sales team of account executives, to achieve the monthly goals and quotas
- Responsible for recruiting all levels of account executives, tracking key accounts, holding sales meetings, and providing a positive working atmosphere
- Responsible for retaining and expanding revenue-generating opportunities by managing the existing and expanding customer base
- Research and target appropriate client leads
- Become well acquainted with potential clients' strategies and marketing objectives, conduct new business presentations, structure deals for clients and write business proposals
- Generate revenue that will contribute to the sale team quarterly goals
- Work with customers to resolve a sales related customer complaint, assist with sales presentations and proposals, and ensuring that all company standards are met
- Conduct sales meetings, perform coach, hire, train and terminate (if necessary)
- Set goals and objectives for assigned territory
- Will be promoted to Regional manager in the next year if the performance is present
- Responsible for developing sales plans that exceed sales objectives in assigned categories for key accounts
- Responsible for closely monitoring and analyzing forecasts, POS, and report trends/shifts to organization
- Continually improves company product position inside key accounts through product placement and improved customer service

- Maximizing revenue and limiting expense by directing business of targeted direct channels of distribution
- Managing a sales force and monitoring performance, and reporting sales activity and results to various levels of the organization
- Formulating a winning sales plan which will enable the team to consistently exceed sales quotas
- Direct and manage sales activities in accordance with objectives, policies and controls
- Originate and implement sales procedures, programs, plans budgets, objective and customer relations programs
- Develop forecasts and resolve customer problem
- Supervise subordinates in execution of order analysis and processing, maintenance of records and files and the preparation of reports having to do with sales activities by customer reps, customer, sales expense, costs and other related factors

Engineering Director / VP

Job Description:

- Define, develop and implement competitive xxx product strategies
- Manage the performance and careers of a development team consisting of hardware, software and system performance engineers, applications managers and engineers, product marketing engineers and operations managers
- Manage the development process through volume production, including resource planning, budget management, development process and schedules and product introduction
- Develop processes and procedures to ensure optimal approaches are utilized in all aspects of every project in fulfillment of business unit objectives
- Develop or acquire the necessary tools and technologies to drive continuous improvement and maintain a world-class development environment
- Manage department spending and resources to ensure the best possible Return of Investment
- Assist in setting technology and product roadmap for the business unit and the company
- Responsible for all technicals of the company's projects
- Direct an organization in the completion of cost-effective designs that perform reliably and safely to customer specifications in a timely manner
- Develop understanding of company's business objectives and transfer understanding to members of engineering team
- Institutionalize processes / procedures to ensure organizational goals are met
- Establish new approach in engineering group to accept standardized designs as valid methodology
- Ensure appropriate level of test, reviews, etc. is allocated to each project
- Implement productivity improvement measures and efficiently distribute workload
- Implement external and internal benchmarking program focused on discovering and formalizing best practice approach
- Ensure engineering designs achieve high level of manufacturability
- Analyze organization to discover skills/talents of individuals, structure of positions, and reporting relationships and accountability
- Determine best way to manage resources for maximum productivity
- Develop department to its full potential
- Provide support to marketing with technical input and helping to establish credibility with customers
- Establish relevant product specifications for various product releases
- Interface with customers/engineering staff to resolve problems/discrepancies/concerns regarding project plans/delivery schedules

- Arranges and leads designated cross-functional programs through new product development process
- Accountable for all aspects of program management: developing and coordinating cross-functional plans, driving new product phase transitions, leading program team, resolving problems, and working with customers

Engineering Manager

Job Description:

- Interface across all manufacturing facilities, sales/marketing, financial, customers and corporate management
- Supervise a team of engineers, designers, technicians, and lab personnel
- Responsible for developing and managing the organizations budgets, new product development direction, etc.
- Plan the documentation system and select, develop, train and supervise staff
- Develop, determine and implement policy, procedures and programs
- Select correct design concept and technology used for new products or improvement of existing line
- Analyze research data and proposed product specifications to determine feasibility of proposal
- Confers with research personnel to clarify or resolve problems and develops design
- Directs and coordinates manufacturing or building of prototype product or system
- Evaluates engineering test results for possible application to development of systems or other uses
- Drive methodology enhancements, project execution, and adoption of engineering best practices
- Provide day-to-day leadership for engineering projects and influence attitudes toward people, department, and company team work in general
- Guide the engineering team in terms of present and future requirements
- Develop needed capability for future challenge
- Promote the concept of individual responsibility for the engineering of quality products that can be produced with minimal material and labor
- Direct engineering department and facility toward continual dedication to prevention of defects, continuous improvement, and lean manufacturing concepts
- Generate and deliver sales revenue for the corporation through definition and development of new innovative, value-added products for our customer
- Set the standards for integration of engineering planning with quality and operations planning
- Schedule personnel to meet project delivery requirements and interfacing with sales engineers, customers and vendors while managing and leading the engineering group of personnel
- Make recommendations to management regarding the establishment of facilities and equipment needed to meet current and future requirements as well as deep informed of current developments, trends and practices in the field so you can make cost effective additions/modifications to meet departmental and corporate goals
- Analyze product specifications and performance requirements to determine the designs and provide technical information concerning manufacturing or processing

techniques, materials, properties, and process advantages and limitations which affect long-range product engineering planning

- Provide technical expertise and leadership for process improvement and troubleshooting

HR Director/ VP

Job Description:

- Build an organization with a focus on quality, flexibility and speed to support our missions and goals
- Manage the overall recruiting and requisition fulfillment process in the (regional) recruiting center
- Train recruiting and business development managers
- Provide overall organizational leadership for the HR operation
- Responsible for policy development and administration, legal compliance, recruitment and employment, benefits administration, compensation, personnel budget forecasts payroll and HR information systems, performance consulting/management, training, employee relations, workplace safety, and employee services
- Supervise xxx staff members who administer and deliver HR related services
- Work closely within the organization to achieve a high level of internal customer satisfaction and compliance with all governmental regulations
- Responsible for developing a human resources strategy, functional plan, goals and programs that are based upon and directly linked to the overall purpose, goals and values of the company
- Develop effective and affordable HR programs, which will enhance the future performance of the company
- Be responsible and accountable for the timely execution of the plans and programs company wide
- Serve as a liaison / consultant to business functions to identify opportunities to improve performance, enhance service delivery and to effectively incorporate changing technologies into effective methods
- Build and foster cooperative working relationships with all levels of the organization to ensure the alignment of HR efforts with the strategic vision and practical direction of the business
- Work with management to continue the development and implementation of innovative recruitment and retention processes for all levels within the organization
- Continue the development and implementation of competitive benefits programs
- Continue the development and implementation of the employee review and appraisal process
- Develop and monitor key indicators to measure execution and effectiveness of programs in all areas of human resources and insure corrective action is taken where needed
- Perform other duties as assigned by the CFO and CEO/President

HR Manager

Job Description:

- Responsible for the company's technical and non-technical hiring and placement activities
- Will team with other functions throughout the organization to support the overall direction and growth of the company
- Develop and execute a recruitment strategy that ensure a proactive flow of quality candidates for positions in the xxx area/department.(strategy should include effective utilization of the internet, networking, cold calling, search firms and advertising)
- Work with management to determine staffing requirements
- Coordinate annual and mid-year Performance Review process and work with management to ensure the process is meaningful and to ensure objective appraisals are written
- Conduct exit interviews and utilize the information to identify issues and make recommendations
- Administer compensation plans and policies within predetermined guidelines to ensure equity, consistency, and a competitive position in the marketplace and counsel management when salary adjustments are recommended
- Identify employee relations issues and take appropriate action to avoid problems or maximize opportunities by working with management to effectively resolve employees relations issues and to develop performance improvement plans when necessary
- Responsible for the administration of all HR functions, including: recruiting, payroll, benefits, and compensation along with other generalist duties in a xxx industry
- Build cross-functional and cross-organizational policies to foster knowledge sharing and transfer of best practices
- Become an influential change agent in developing HR capabilities and dynamism as a high-performance leadership organization
- Developing and implementing best-practice HR process and operations with regard to organizational planning, performance management, recruiting, and successful planning
- Drive the HR strategic planning effort in terms of process management, business strategy development, and human capital allocation
- Utilize and enhance HR information system to ensure fairness of compensation practices
- Day to day management of a multi-focus, multi-shift operation that supports our customers ---Developing, implementing and managing all of the HR strategies, programs and policies to ensure alignment with the corporate vision, values, financial objectives and operating philosophy
- Manage recruiting strategies, processes, procedures, systems and programs
- Manage a staff of recruiters and administrators in several branches offices

- Develop compensation strategies, policies and procedures; coordinate the annual salary budget process; develop management/supervisory training materials regarding compensation issues, and conduct modeling scenarios for compensation issues
- Work with senior management team in identifying, describing and communicating corporate objectives and goals
- Continue the development of flexible policy and guidelines in the areas of staffing, employee relations, compensation and benefits, HR information systems and education

HR Supervisor / Officer / Assistant Manager

Job Description:

- Review and approve all employment actions to ensure consistency, proper documentation, and due process
- Address and resolve employee relations concern in a timely and responsive manner
- Keep immediate supervisor promptly and fully informed of all issues of significance, and take prompt corrective action where necessary
- Sourcing, interviewing, selection and placement of both exempt and non-exempt personnel
- Identify staffing requirements based on organizational goals and objectives
- Coordinate to ensure the most efficient, economical process are utilized to secure top talents
- Assisting employees with clarification and application of company policies
- Designing and providing HR training to managers
- Reporting to HR manager, work closely with district/site/corporate HR specialist to successfully execute HR initiatives and programs that support the business objectives
- Implement key company-wide change initiatives to drive our vision and culture
- Execute HR systems and processes, including effective legal compliance; respond to employee needs to increase employee performance and commitment
- Participate in establishing and implementing recruitment employment standards, processes
- Participate in development of HR policies, procedures and programs and their dissemination to employees
- Develop and implement recruiting strategies to address specific employment markets
- Assist in the recruitment and training of employees at all levels
- Serve as the initial contact for issues related to compensation and benefits, and employee relations issues

Marketing Manager / Product Manager

Job Description:

- Responsible for the success of stand alone hardware, embedded hardware and software products through their entire lifecycle
- Process development and product requirements to launch through end-of-life
- Direct manage and report on all aspect of xxx testing
- Responsible for setting schedules and implementing product releases in conjunction with product marketing and engineering
- Gather and analyze customer and other feedback from various programs and processes
- Ensure launch schedules are disseminated and understood
- Work with product marketing to design product/service promotion and the definition of needed collateral for sales support, lead generation, customer education, etc.
- Responsible for technical sales training, product/service sales forecasting, product/service pricing strategy development and execution
- Defines, drives the realization and the launch of xxx products
- Test the product specification regularly in the market (by focus group)
- Maintains continuous contact with customers to understand their needs and to support sales
- Finds, describes and recommends new business opportunities and product opportunities
- Product research, including industry position and competitive analysis
- Product requirements, including functional and usability requirements
- Product detail requirements, including build-to specifications and support requirements
- Team joint responsibilities including: go to market strategy, pricing strategy, product release and feature / function scheduling, product focused trade show, event and briefing planning, product packaging and distribution planning
- Work with marketing research to identify customer preferences and market requirements for new products and enhancements to existing products
- Drive product development across multiple functional departments including business development, operations, and marketing communications, balancing speed of development and deployment with effectiveness
- Identify new product / business opportunities consistent with strategic plans and working with cross-functional teams to analyze and develop the opportunity
- Track strategic opportunities and competitive threats

Hi-Tech Industry - Sales

Sales Manager

Job Description:

- Developing and establishing new relationships with our most visible prospects
- Creating sales-call strategy and territory marketing plans
- Maintaining prospective clients lists
- Maintaining a sufficient pipeline to insure consistent sales performance
- Developing strategies with management team to achieve multi-year service agreements
- Evaluating and identify customer needs and developing and coordinating conferences, workshops, trade shows and programs for prospective clients
- Provides leadership and guidance to a sales team of account executive, to achieve the monthly goals and quotas for the company
- Retaining and expanding revenue-generating opportunities by managing the existing and expanding customer base
- Travel of 50%-60% will be involved
- Responsible for world wide account coordination / communication
- Responsible for focusing on revenue generation via the sale of the full range of (telecom and data -com) products to assigned accounts within a designed territory
- Should make outside sales calls to prospective customers and site visits to existing customers
- Develop new revenue opportunities and maintain existing revenue stream within a named account base
- Analyze customers needs and recommends appropriate types of service, upgrades or additional services
- Early identification of customer demand and sales trends of emerging (broad and communications) technologies to enhance our vision and solutions aimed at target market segments
- Negotiating contracts with premiere organizations and business partners
- Creation of incentive plans, sales and commission contracts that will allow you to hire the talent you need to build and drive a successful sales team
- Responsible for the development, implementation and analysis of the direct sales compensation plan for sales and sales management personnel
- Extensive interface with corporate and regional HR personnel, executive management, field sales, commission and MIS personnel for sales compensation plan design, implementation and tracking

- Responsible for the OEM sales of client's industrial products, including all customer interface, detailed technical proposal preparation and presentation, product pricing and contract negotiations
- Sell and promote the company's products to corporate accounts, work with the reseller base that sells to corporate accounts
- Increase account base, reseller base and promote this company's products in Fortune 500(or equivalent) accounts
- Work with a team that includes field systems engineering and sales operations professionals at headquarters
- Interface with product design, development and manufacturing team is regularly required
- Create successful sales strategies, presentations and sales collateral material
- Develop innovative products and pricing strategies
- Recruiting highly motivated and talented software sales representatives and technical consultants
- Aggressively competing with all other vendors in the covered markets
- Aligning sales team with appropriate internal and external partners
- Formulating a winning sales plan which will enable the team to consistently exceed sales quotas

Legal Manager / Legal Specialist / Officer

Job Description:

- Contract negotiations and drafting in a variety of commercial agreements that support the wide assortment of offline business opportunities
- Play a visible industry role in monitoring, shaping and advising business people on legislative and regulatory initiatives in the areas of privacy, credit reporting and electronic commerce
- Interface directly with business-line officers and managers, including senior executives, and provide ongoing legal advice on regulatory issues with a strong focus on how to avoid litigation in day-to-day operations
- Proactively help to develop and implement programs and procedures designed to ensure that operating units are in compliance with all government regulatory requirements
- Be involved in devising new policies and procedures for industry best practices to ensure that business units operate efficiently and within company's policies
- Work with in-house corporate counsel to manage projects in drafting, analyzing and negotiating contracts for Marketing, Sales and Business Development
- Prepare and review agreements including end user, vendor, technology transfer, licensing, employment, operational and other related agreements
- Will communicate with employees regarding terms of contracts
- Will participate in negotiations with customer's legal and other representatives
- Support the legal requirements of the product licensing and corporate development departments in a variety of transactions (primarily the in-licensing and out-licensing of products and technology, and mergers & acquisition transactions)
- Work closely with the R & D , and Finance departments and coordinate with other members of the Legal department
- Assist with analyzing, reviewing and negotiating professional services contracts
- Serve as a liaison between the corporate and legal department
- Maintain computer- based contract tracking systems and contract procedures
- Monitor contracts to ensure conformity to the Company's standards
- Perform required activities necessary for the timely and accurate completion of special projects as required by the general counsel
- Maintain an organized filing system that enables items to be easily identified and retrieved
- Negotiate strategic relationships, structure financially sound deals and draft contracts
- Analyze industry dynamics and client needs to competitively position in negotiations
- Identify legal, financial and business impact of potential agreements
- Perform due diligence analysis on potential partners and deals

- Develop partner evaluation and identification strategies
- Facilitate contract fulfillment between finance, products, marketing, sales, engineering, and partners
- Handle customer contracts (end-user licensing agreements, including patent and technology licensing), OEM licenses, and consulting agreements
- Also have the opportunity to work on marketing and partnership agreements, trademark matters, and merger and acquisitions
- Manage and assume primary responsibility for most legal functions of the corporation during a period of rapid growth
- Specific responsibilities will include structuring, drafting and negotiating complex technology transfer and distribution transactions, advising the corporation regarding labor, litigation, corporate and securities matters, and controlling legal expenses
- Help the company direct the company's intellectual property protection program and will be instrumental in selection and management of domestic and foreign outside counsel as appropriate
- Assist account managers in negotiation of license agreements, marketing agreements, confidentiality agreements and other documents
- Interface with and provide legal services to business and development groups focused on consumer-related software products
- Liaise with intra-department counterparts and attorneys to evaluate and resolve issues that cross both general and specialty law areas
- Assist with analysis all resolution of a variety of internet-related issues, and assist with anti-piracy-related issues

Logistics Director / Manager / Supervisor

Job Description:

- Reporting to the director of Logistics
- Responsible for the planning, procurement and order fulfillment functions of the service logistics organization
- Ensure adequate exchange inventory is planned, distributed and shipped to meet customers requirements
- Ensure processes are in place to execute timely delivery of service parts to our global partners and customers
- Develop and maintain depth of company and industry knowledge in order to manage employees, establish performance goals and standards, measure and evaluate performance, write and deliver annual performance reviews
- Assist other management in all distribution center functions
- Provide appropriate management support in the skills of effective delegation, leadership, evaluation, task management, measurement and record keeping
- Supervise sale order processing tasks, including picking, auditing, packing, processing, staging and all systems work
- Responsible for cost effective routing decisions, resulting in bottom line dollar savings, including service areas, limitations, pick up times, restrictions, freight bill processing and tracking
- Responsible for the management of the loading of orders into the company's multiple manufacturing sites to support customer requirements in concert with various departments
- Coordinate, support, consolidate and report on all deliveries versus requirements as required
- Work closely with Finance report cost, and gross margin
- Measure, track and report product cost of multi-manufacturing sites
- Manage the logistics of the company's supplied material to 3rd party manufacturing sites
- Manage inventory levels at all sites to meet corporate objectives
- Manage the actual shipments out of all facilities to meet customer and business requirements
- Establish electronic interfaces with the 3rd parties to show inventory and status
- Coordinating with the process improvement and training departments on consistent practices, training personnel on these practices
- Developing employee incentive plans which drive process and excellence
- Assisting in cost reduction incentives and customer relations in identifying logistic solutions for customers

- Should be able to make tough decisions and enforce policies equitably

Manufacturing Director/ VP

Job Description:

- Recruit and build corporate manufacturing organization, initiate and manage long-term strategic relationships with xxx (product), assembly and test subcontractors, and establish world class processes for entire product supply chain (design, quality, manufacture and delivery)
- Responsible for the smooth, efficient and profitable operation of the plant
- Responsible for the safe operation of the plant
- Control costs of material, direct/indirect labor and equipment in accordance to budget
- Maintain high quality standards for all products with a continuous focus on providing outstanding customer service
- Maintain effective relationship with all internal and external customers
- Direct and coach employees to improve subordinates performance
- Hold employees accountable for meeting goals established by the customer service center
- Provide a motivational environment; maintain open lines of communication with the plant employees through weekly meeting, employee surveys / action plans and other applicable methods
- Conduct performance evaluations for direct reports providing specific and detailed feedback on their management and leadership skills and the attainment of their respective goals and objectives
- Ensure that subordinate staff turnover is less than 10% annually
- Responsible for an environment of continuous improvement by making suggestions and implementing where possible
- Perform other duties as required or assigned by CEO
- Specific experience in the successful development and implementation of a world-class manufacturing environment is required
- Responsible for capacity planning / allocation, execution, continuous improvement, MRP, Quality to customer service
- Assist to resolve critical issues and situations to ensure that they are handled correctly and fairly within current policy and procedure guidelines
- Review project plans and carry out the completion and integration of key tasks within the assigned area as it relates to new and ongoing projects
- Monitor projects to assure compliance to overall plan and recommend appropriate action when variances occur
- Responsible for departmental budget; setting goals and expectations for the assigned work group
- Communicate the vision, strategy, and direction for Manufacturing in terms of work force capacity, technology, and quality

- Develop manufacturing strategies related to technology, facility, and workforce to ensure manufacturing operations provide a competitive advantage to the company
- Supports and implements new manufacturing processes to improve quality, efficiency, productivity, and customer service
- Manage operations to ensure aggressive cost reductions, productivity, and quality gains through the planning and execution of creative and effective improvement efforts
- Manages labor effectively to meet customer service levels
- Create and develop high performing teams committed to meeting the business needs
- Maintains solid labor relations, meet budgets, participates in establishing aggressive objectives focused toward excellence in manufacturing
- Accountable for the quality, safety, and productivity of the department
- Provides leadership and consistently develops through coaching and counseling
- Works with and supports the activities within the manufacturing and other areas to ensure relationships are maintained
- Ensure compliance with all financial policies and procedures that apply to the manufacturing operations
- Ensure compliance to internal and external regulations

Manufacturing Manager

Job Description:

- Direct and coordinate activities of technical production department in processing materials or manufacturing procedures
- Review production orders or schedules to ascertain product data such as types, quantities and specifications of products and schedules delivery dates in order to plan department operations
- Plan production operations, establishing priorities and sequences for manufacturing products
- Prepare operational schedules and coordinates manufacturing activities to ensure production and quality of products meets specifications
- Review production and operating reports and resolves operational, manufacturing and maintenance problems to ensure minimum costs and prevent operational delays
- Inspect machines and equipment to ensure specific operational performance and optimum utilization
- Develop or revise standard operational and working practices and observe workers to ensure compliance with standards
- Resolve worker grievances or submit unsettled grievances to Production superintendent for action
- Managing 3 shift xxx, xxx , (product line) operation
- Support multiple assembly plants
- Work directly with VP Manufacturing in establishing strategic and capital equipment plans and objectives, as well as managing the daily operations
- Oversee the implementation of manufacturing schedules, maintenance, quality control, productivity, and safety programs
- Responsible for the implementation of activities in production area to meet production goals, quality and cost objectives
- Manage and motivate personnel, completes employee evaluations, administers company policies including human resource policies and enforces disciplinary procedures as required
- Select personnel and develops schedules and manpower requirements for assigned areas
- Make budgetary recommendations; make optimum use of equipment and supplies
- Use of excellent communication, motivation & organization skills to maintain self-directed work team environment
- Responsible for continuous improvement in quality enhancement, cost reduction, new product development & expanding the use of ERP system
- Managing production activities including material planning / control, manufacturing, engineering, facilities maintenance, P&L responsibilities
- Manage production control personnel as well as all operators and technicians

- Develop and establish departmental standards and practices
- Execute production schedules in timely manner in order to maintain complete order service targets
- Coordinate shift flow of products, supplies, and personnel
- Monitor and report progress and procedures to improve efficiencies
- Develop and institute programs and procedures to improve efficiencies
- Develop programs and train personnel in hazardous material handling procedures, statistical process control, total quality concepts, and involvement teams
- Act as a liaison with engineering personnel in releasing new products and provide guidance regarding design concepts and specification requirements to best utilize equipment and manufacturing techniques
- Establish and control the budget for development of major reliability tests
- Schedule and coordinate the building of prototypes for use in the design, hard model and demo production phases of new product introduction
- Oversee the maintenance of records and reporting systems for coordination of all products
- Participate in the cost studies and make equipment recommendations
- Analysis of performance , and determining product mix and the impact it will have on current factory performance
- Determine feasibility of changing product mix and the impact it will have on current factory performance

Material Control Director/ Manager /Supervisor

Job Description:

- Responsible for supplier negotiations, supplier quality and corrective action with suppliers
- Supervise the daily activities of several buyers
- Responsible for cost reductions, inventory management and production lead time
- Plans, schedules, and facilitates the flow of materials so that the entire production process meets the goal of producing parts that are delivered on time with the highest possible quality and least transportation costs
- Controls, and monitors performance of vendors by visits to vendor locations paying particular attention to their quality control, manufacturing procedures, delivery, performance, and to their labor contract or any other contributing factors that could affect material flow to our company
- Issues periodic evaluation reports
- Analyzes customer releases
- Schedules procurement and production (in conjunction with manufacturing) and secondary process to ensure on-time delivery at minimal manufacturing cost
- Establishes policies pertaining to maximum and minimum inventory to provide continuity of supply at a minimum risk and cost
- Maintains up-to-date written work instructions for each job function within the department
- Oversee the training and development of all subordinates
- Participates in the selection process, including pre-screening of applicants and interviewing
- Daily, monthly, quarterly and annual reporting on status and inventories
- Input into annual budget and adherence to the budgetary figures
- Responsible for building and leading a team of managers, buyers, planners, engineers and procurement/order coordinators which align with these strategies
- Providing consistent assurance of supply to the company's global order fulfillment operations and the selection and development of strategic suppliers
- Increasing the velocity of the supply chain, improving cost of sales and improving inventory management
- Responsible for planning, scheduling, production, inventory control, all purchasing functions, warehouse and distribution
- The (Materials Director) will manage all operations from raw materials requisition, production planning to inventory control

- Direct and coordinate, materials activities of new products, current product changes, pricing/quality, inventory control/movement and purchasing, using/improving current systems and personnel
- Monitor and assure the timely planning and release of material purchase orders to achieve 100% on time deliveries
- Report and correct any material purchase or supply related issues that may result in shipping delays of our products to our customers
- Work closely with production to assure adequate and efficient flow of materials to ensure timely completion of job orders
- Assure a continuity of supply and maintain appropriate, efficient inventory levels to meet current and future production plans

Director / CIO / CTO

Job Description:

- Builds and manage a team of software professionals in the design and implementation of advanced communications products
- Staffing, planning, and managing software product development functions within a rapidly growing organization
- Establish and maintain a strong entrepreneurial approach using state of the art development methodologies, concepts and organizational concepts
- Sort out complex development issues and tradeoffs to set clear priorities
- Take a leadership role in a fast paced, competitive environment
- The CTO will manage all aspects of technology with a focus on architecting existing proprietary software, applying a futuristic vision, directing R&D and maintaining core software products at cutting edge
- Lead a series of management and technical projects in all technical areas for implementation of software development, core system architecture, technical engineering, quality and customer assurance
- Provide key leadership to engineering and technical teams across all international locations
- Ensure on-time development of artificial intelligence-driven, dialogue-based technology for e-business
- Be the team leader over the tactical implementation of the customized software products, as well as be responsible for managing and mentoring a growing team of developers
- Responsible for all information technology (IT) services, reengineering of IT support functions
- Responsible for creating an information technology plan, which supports continued growth, and provides for continued accretion to earnings
- Building a professional staff responsible for worldwide planning, designing, developing, training, and implementation of all information technology products and activities
- Provide insight to senior management on new information systems trends, products, and service while benchmarking with industry best practices organizations to ensure the group management will always have the proper tools for their planning and operating activities
- The candidate will be expected to establish a strong leadership role, and build exceptionally strong working relationships with senior management, peers, and customer groups
- Will be the spokesperson and champion for all the department's technical operations
- Develop and maintain data center deployment strategy
- Build tools, processes and procedures for the smooth running of the operations

- Lead and manage all technology functions, including maintenance and enhancement of the company's hardware, software, voice, and data transmission systems
- Identify critical business objectives and develop integrated people, process and technology solutions to meet these objectives
- Participate in the development of the organization's strong strategic business planning
- Design, develop, and implement business processes and technologies
- Refining business direction, modeling strategic performance measures and business rules
- Identify and define customer and technical requirements
- Define and develop process outputs, architectures and performance management
- Manage a team of network and software engineers who specialize in business applications, collaborative technologies, electronic commerce, electronic data interchange, electronic document management, enterprise networking, network architecture, network management and web-enabled solutions
- Develop, plan and execute the business plan
- Lead the business unit strategy, direction and objective accomplishment, manage financial planning, forecasting, and profitable execution, motivate and mentor management, technical and sales staff development

MIS / IT Manager

Job Description:

- Manage a mix of internal staff, outside services vendors and consultants
- Operate a complex, enterprise-wide technical services environment (SAP) across a major global business
- Develop and manage IT capital and operating budgets with significant expenditures and rigorous performance to contract commitments
- Cooperate with extended team and complex project pursuits with peer associates within IT and the Company's overall business
- Evaluate network needs and prepares technical solutions
- Plans and implements WAN solutions
- Manages on a daily basis and evaluates performance of personnel under supervision to provide user support with respect to network issues for an international network
- Monitors network performance and provides network statistics to identify capacity or performance problems and makes technical recommendations for appropriate action
- Oversee installation of network equipment, such as routers, hubs, switches, or other network technology enhancements
- Knowledge of Ethernet, TCP/IP, LAN/WAN, Frame Relay, Network Management System, Cisco router & switches, remote access methodologies, cabling and wiring, NT server & desktop
- Responsible for managing the development and deployment of business / manufacturing applications in a large scale, high-tech manufacturing environment
- The manager will direct the performance and results of internal development staff as well as contracted project managers
- Guide and manage multiple teams of engineers and programmers through the process of building next generation and new applications
- Need to draw upon previous programming experience to offer suggestions or assist in troubleshooting the other team member's design and code
- Need to maintain constant control of the human dynamics in their group to ensure that the intangibles of employee satisfaction and morale remain as high as the quality of the software
- Essential duties and responsibilities will be to ensure that the implementations and electronics are installed and completed on time and budget
- Direct and manage team members towards the successful implementation and installation of major applications
- Provide leadership, coaching and mentoring in all aspects of the systems development life cycle as well as key personnel administrative functions such as annual reviews, project budgeting and time management

- Technical skills include, but are not limited to, Java, Unix, NT, Oracle Development Tools and Database

System Analyst / Supervisor

Job Description:

- Define business problems in terms of which are easily understood by customers and by systems support personnel and support and development enhancements to existing applications
- Provide technical leadership to junior staff as assigned by the project lead collect, assimilate, and communicate client information needs and functional and technical requirements
- Summarize technical requirements and conduct presentations to the management staff based on that information
- Involved in system design, documenting policies and procedures, and more
- Interface with application developers, and be involved with the implementation of a variety of system projects
- Manage the integration of the strategic partners' application into the company internal operations and systems
- Develop and implement software tools using various programming techniques and technologies to fulfill the specific requirements
- Prepare program specifications, diagrams and develops coding logic flowcharts
- Encodes, tests, debugs and installs the operating programs and procedures in coordination with computer operations and user departments
- Plans, designs, develops, tests, coordinates, implements and documents computer business applications programs
- Analyzes business and related issues to formulate and develop new or modified computer programs and systems
- Designs graphical user interface screens, revises existing programs, systems and procedures to correct deficiencies and maintain more effective data handling, conversion, and storage
- Reconciles user requirements with existing or projected computer capacity and capabilities
- Coordinates symbolic statements of problems into appropriate specifications for coding computer systems
- Provides technical expertise for implementing proven system solutions into operational service and coordinating the release of new software
- Analyzes and evaluates existing or proposed systems and devises computer programs, systems and related procedures to process data
- Develops technical solutions to complex problems which require the regular use of ingenuity and creativity

- Provides technical solutions to a wide range of difficult problems, solutions should be imaginative, thorough, and practicable, and consistent with organization objectives
- Work is performed with minimal direction
- Contributes and assists in the analysis and selection of technical tools and techniques
- Develops test plan based on functional requirements and prepare expected results
- Establish and documents performance requirements for the components of the system
- Establishes system operational environmental setup
- Translating business requirements into functional software using standard PC software development techniques
- Requires involvement in all phases of the system development life-cycle including requirements gathering, writing, technical specifications, application design, production rollout and maintenance

Public Relations Manager / Supervisor / Specialist / Executive

Job Description:

- Manage the PR of the company through special events, relation's promotions, press releases, and more
- Performs basic product PR functions for several business lines
- Prepare press release and other press material , media relation, distributing press materials
- Work closely with Director and Manager of specific products to manage media inquiries , proactively pitch stories, events , and enhance company image
- Interface with executives, including briefing them, staffing interviews and following up with press
- Develop overall strategic plan and public relations initiatives aligned with company's objectives
- Utilize significant advertising expertise to provide guidelines and support to partners, business development managers, client service professionals and advertising/public relations staff
- Develop, execute, and supervise broad advertising programs, including public relations and media relations activities such as advertising, mailings, media relations, and internal communications
- Draft and distribute press release, ad copy and articles and survey results to ensure quality control and effectiveness
- Be responsible for all the logistics necessary for a successful PR program
- Work with the company's external PR agency, both domestic and international
- Manage an editorial calendar, maintaining a complete speaking engagement calendar, press/analyst tours, and managing the development and delivery of all press releases
- Publicizing the different areas of the company's business and products by coordinating the effort of agency
- Working closely with business, trade and/or consumer press
- Writing press release and other press material
- Crafting messages and strategy for PR launches and announcements
- Managing press tours and press events
- Identifying, initiating and maintaining relationships with key reporters and analysts
- Conceiving, preparing and planning story ideas to pitch to business, technology, trade and consumer press; online and broadcast and print
- Developing and implementing a strategy to secure speaking engagements and sponsorship opportunities at conferences and trade shows to support the company's leadership positioning

- Develop reports and analysis of news coverage and trends in media
- Responsible for developing, positioning and generating interest for the company's strategy and competitive advantage
- Defining and executing communication plans for all types of announcements, including company growth milestones, organizational changes; and securing public appearances for senior executives

Production Director

Job Description:

- Recruit and build corporate manufacturing organization, initiate and manage long-term strategic relationships with xxx (product), assembly and test subcontractors, and establish world class processes for entire product supply chain (design, quality, manufacture and delivery)
- Responsible for the smooth, efficient and profitable operation of the plant
- Responsible for the safe operation of the plant
- Control costs of material, direct/indirect labor and equipment in accordance to budget
- Maintain high quality standards for all products with a continuous focus on providing outstanding customer service
- Maintain effective relationship with all internal and external customers
- Direct and coach employees to improve subordinates performance
- Hold employees accountable for meeting goals established by the customer service center
- Provide a motivational environment; maintain open lines of communication with the plant employees through weekly meeting, employee surveys / action plans and other applicable methods
- Conduct performance evaluations for direct reports providing specific and detailed feedback on their management and leadership skills and the attainment of their respective goals and objectives
- Ensure that subordinate staff turnover is less than 10% annually
- Responsible for an environment of continuous improvement by making suggestions and implementing where possible
- Perform other duties as required or assigned by CEO
- Specific experience in the successful development and implementation of a world-class manufacturing environment is required
- Responsible for capacity planning / allocation, execution, continuous improvement, MRP, Quality to customer service
- Assist to resolve critical issues and situations to ensure that they are handled correctly and fairly within current policy and procedure guidelines
- Review project plans and carry out the completion and integration of key tasks within the assigned area as it relates to new and ongoing projects
- Monitor projects to assure compliance to overall plan and recommend appropriate action when variances occur
- Responsible for departmental budget; setting goals and expectations for the assigned work group
- Communicate the vision, strategy, and direction for Manufacturing in terms of work force capacity, technology, and quality

- Develop manufacturing strategies related to technology, facility, and workforce to ensure manufacturing operations provide a competitive advantage to the company
- Supports and implements new manufacturing processes to improve quality, efficiency, productivity, and customer service
- Manage operations to ensure aggressive cost reductions, productivity, and quality gains through the planning and execution of creative and effective improvement efforts
- Manages labor effectively to meet customer service levels
- Create and develop high performing teams committed to meeting the business needs
- Maintains solid labor relations, meet budgets, participates in establishing aggressive objectives focused toward excellence in manufacturing
- Accountable for the quality, safety, and productivity of the department
- Provides leadership and consistently develops through coaching and counseling
- Works with and supports the activities within the manufacturing and other areas to ensure relationships are maintained
- Ensure compliance with all financial policies and procedures that apply to the manufacturing operations
- Ensure compliance to internal and external regulations

Production Manager

Job Description:

- Direct and coordinate activities of technical production department in processing materials or manufacturing procedures
- Review production orders or schedules to ascertain product data such as types, quantities and specifications of products and schedules delivery dates in order to plan department operations
- Plan production operations, establishing priorities and sequences for manufacturing products
- Prepare operational schedules and coordinates manufacturing activities to ensure production and quality of products meets specifications
- Review production and operating reports and resolves operational, manufacturing and maintenance problems to ensure minimum costs and prevent operational delays
- Inspect machines and equipment to ensure specific operational performance and optimum utilization
- Develop or revise standard operational and working practices and observe workers to ensure compliance with standards
- Resolve worker grievances or submit unsettled grievances to Production superintendent for action
- Managing 3 shift xxx, xxx , (product line) operation
- Support multiple assembly plants
- Work directly with VP Manufacturing in establishing strategic and capital equipment plans and objectives, as well as managing the daily operations
- Oversee the implementation of manufacturing schedules, maintenance, quality control, productivity, and safety programs
- Responsible for the implementation of activities in production area to meet production goals, quality and cost objectives
- Manage and motivate personnel, completes employee evaluations, administers company policies including human resource policies and enforces disciplinary procedures as required
- Select personnel and develops schedules and manpower requirements for assigned areas
- Make budgetary recommendations; make optimum use of equipment and supplies
- Use of excellent communication, motivation & organization skills to maintain self-directed work team environment
- Responsible for continuous improvement in quality enhancement, cost reduction, new product development & expanding the use of ERP system
- Managing production activities including material planning / control, manufacturing, engineering, facilities maintenance, P&L responsibilities
- Manage production control personnel as well as all operators and technicians

- Develop and establish departmental standards and practices
- Execute production schedules in timely manner in order to maintain complete order service targets
- Coordinate shift flow of products, supplies, and personnel
- Monitor and report progress and procedures to improve efficiencies
- Develop and institute programs and procedures to improve efficiencies
- Develop programs and train personnel in hazardous material handling procedures, statistical process control, total quality concepts, and involvement teams
- Act as a liaison with engineering personnel in releasing new products and provide guidance regarding design concepts and specification requirements to best utilize equipment and manufacturing techniques
- Establish and control the budget for development of major reliability tests
- Schedule and coordinate the building of prototypes for use in the design, hard model and demo production phases of new product introduction
- Oversee the maintenance of records and reporting systems for coordination of all products
- Participate in the cost studies and make equipment recommendations
- Analysis of performance , and determining product mix and the impact it will have on current factory performance
- Determine feasibility of changing product mix and the impact it will have on current factory performance

Purchasing Director

Job Description:

- Responsible for the development and direction of the Purchasing department, obtaining the highest level of quality while meeting our production plans and profit goals
- Initiate the vision, coaching, training, and process focus throughout the transformation process to create and sustain a world class procurement organization
- Provide leadership direction to senior management on diverse issues such as vendor managed inventory, consignment, internet e-commerce, supplier value versus cost, bid analysis, and market trend information relating to customers that may be of value to the organization
- Oversee the procurement of materials, components, supplies, services, etc. essential to the operation of the company
- Develop, implement and administration goals, strategies, policies and procedures
- Negotiate reductions in cost on raw materials
- Supervise and develop a staff of xxx person procurement organization in the transition from price buying expeditors to purchasing agents
- Manage the communication with other departments including sales, marketing, manufacturing, finance, quality, replenishment, legal and 3rd party suppliers
- Monitor subordinates to ensure that they are proactively, effectively, and efficiently managing vendor accounts
- Build client/vendor relationships
- Represent purchasing at various internal meetings
- Responsible for the purchasing budget and operating plan
- Manage the purchasing department to achieve effective fiscal management of product inventory value, turns, fill rate and vendor management
- Ensure customer and vendor satisfaction through effective inventory management, purchasing practices, and communication
- Improve the purchasing operating efficiency by developing and implementing practices and procedures that assure access/purchasing function costs are competitive with industry competitors
- Maintain a stimulating work environment that maximizes employee performance and effectiveness through leadership, guidance, and training/development
- Develop and implement department plans and goals that support corporate strategy

Purchasing Manager

Job Description:

- Procurement of technical goods and services including hardware & software, computer peripherals & accessories, telecommunications equipment, cabling, etc. for the company
- Prepare purchase orders to insure prompt delivery and installation
- Solicit bids from vendors
- Analyze bid proposals and award bids to qualified vendors
- Sourcing and researching product specifications and alternatives
- Product returns, invoice discrepancy resolutions
- Interact with all levels of employee base from employee base to senior management
- Unassisted development, management & review of key contracting services including vendor research, contract preparation & completion
- Unassisted execution of key source management services including quarterly vendor reviews, vendor summits and contract dispute management
- Unassisted development & management of key strategic services including pricing strategies, vendor consolidation & leveraging strategies, insource / outsource strategies, and process design
- Will manage all purchasing activities of the plant as specified by the Vice President of Purchasing
- Sourcing and procurement of specified raw materials, packaging components, and contract manufactured products
- All procurement requirements focus of the cost effective assurance of a consistent and uninterrupted supply of materials that meet or exceed users' specifications
- Responsible for managing the purchasing staff
- Direct the current activities of xxx (30+) suppliers with annual spend of \$xxx M
- Analyze indirect spend and trends to identify further opportunities to centralize indirect expenditure
- Ensure that specific plans are in place for each area of targeted spend as part of the overall business plans
- Develop and direct leading-edge practices in enabling technology in the acquisition process to drive efficient cost of procurement
- Develop sophisticated spend analysis tools, lead and support that function for the entire department/company
- Ensure all working procedures is aligned and in compliance with the corporation goals and directives
- Identify potential suppliers within the entire procurement system
- Manage and lead xxx (5) direct reports
- Negotiating with vendors regarding price, volume discount, and back-up inventory

- Responsible for obtaining the lowest price available while assuring that quality is of the highest standard
- Job entails supervising buyer and overseeing warehouse operations
- Frequently in contact with personnel in engineering, sales, warehouse, and assembly

QA/QC Director

Job Description:

- Design, develop, implement, and manage a corporate quality program
- Establish goals, objectives, priorities, and develop and execute action plans
- Provide ongoing leadership, direction, and support for all business quality improvement initiatives
- Responsible for hiring, budget, administration, planning and related activities
- Develop, implement, maintain and continuously improve systems to ensure customer satisfaction with our products and services, and to insure compliance government and international regulations applicable to our products
- Ensure that products are developed, manufactured, tested and delivered according to established procedures, and that they meet all quality requirements
- Analyzes, evaluates, and presents information concerning factors such as business situations, production capabilities, manufacturing problems, economic trends, and design and development of new products for consideration by other members of management team
- Develops initial and subsequent modifications of product assurance program to delineate areas of responsibility, personnel requirements, and operational procedures within program
- Evaluates contents of reports from facility QA function heads confers with division management preparatory to formulating fiscal budget for products assurance program
- Conduct management meetings with facility QA function heads to establish, delineate, and review program organizational policies, to coordinate functions and operations between departments, and establish responsibilities and procedures for attaining objectives
- Review technical problems and procedures of departments and recommend solutions to problems or changes in procedures
- Visits and confers with representatives of material and component vendors to obtain information related to supply quality, capacity of vendor to meet orders, and vendor quality standards
- Confers with engineers about quality assurance of new products designed and manufactured products on market to rectify problem
- Manage directly or through subordinates of quality control support activities
- Act as advisor to subordinate/ supervisors of staff to help meet established schedules or resolve technical or operational problems
- Formulates and maintains quality control objectives and coordinates objectives with pre-productions and production procedures in cooperation with other manufacturing managers to maximize product reliability and minimize costs
- Advise business unit on installation and maintenance of inspection and testing procedures for raw materials, packaging materials, and finished products

QA/QC Manager

Job Description:

- Leading the quality program for the company to include supplier quality, compliance / audit of policies and procedures
- Implementation of continuous improvement methodologies, training/education on quality processes / procedures, and cost of quality reduction
- Direct and manage the quality assurance and quality engineering activities in support of a multi-shift electronics manufacturing operation
- The position proactively support cycle time, quality and cost objectives, and acts as a customer advocate for the business unit
- Drives continuous improvement of the manufacturing process in support of the business unit product line quality goals
- Responsible for the leadership and supervision of quality assurance systems and QSR / ISO compliance functions while working jointly with all departments to promote quality improvement and initiate corrective and preventive action to achieve customer satisfaction
- Coordinate quality assurance system development and training in cooperation with production, operations, engineering, and personnel inside and outside the organization
- Develop and maintain policy and procedural documents while ensuring that the quality systems, standards, and compliance activities are maintained
- Supervise and coordinate activities related to document control and internal and external quality systems audits
- Provide the management of process control and improvement, requirements analysis, quality assurance, and documentation
- Manage the analysis, planning, and performance of activities to assure the quality of products prior to implementation
- Represent on project development teams, implement and control quality assurance plans, include project documentation reviews, functional testing, and system testing
- Participate in peer review for development project deliverables and provide assessment of products and development processes
- Responsible for managing overall process improvement
- Implement testing and inspection for ingredients, package materials, goods in process, and finished product to assure that all products met company, customer, and regulatory requirements for quality
- Ensure that all materials have been tested and approved for compliance to company standards prior to use in manufacturing in the required time frames established
- Verify invoicing to results of tests to ensure accurate accounting for inventory

- Develop procedures for monitoring all stages of processing as well as recommendation control tolerances
- Create and publish results to all departments for review of data to insure a proactive process to problem resolution
- Informs the Plant Manager and Director of Technical Services of any out-of- spec situations or negative trends
- Responsible for tracking results of corrective action and ensure timely completion of corrective action
- Provide leadership in quality, sanitation, safety, goal setting, and planning to facilitate continuous improvement in individual and collective performance within the plant
- Facilitate continued training in testing procedures, safety, total quality, team building, and problem solving for QA technicians, supervisors, and plant personnel
- Work closely with all regulatory sectors to assure a current knowledge of their requirements and assure that all procedures are meet those regulations
- Serve as a resource to management for interpretation of technical information, regulations, and product quality/safety risk assessment
- Formulate a reporting structure and professional presentation of results

QA/QC Supervisor

Job Description:

- Responsible for managing the evaluation of new products, including running the equipment under evaluation, critically analyzing the data produced, interacting with other testers, collecting the data from all testers and presenting it to the design review team
- Responsible for development and implementation of supplier and inter-departmental quality assurance programs
- Maintain quality monitoring systems and interface with field and customers on product quality issues
- Supervise and monitor quality tech staff members
- Direct and manage quality assurance and quality engineering activities in support of a multi-shift electronics manufacturing operation
- Develop QA/QC reports
- Plant inspection and quality audits
- Evaluation for specification conformance
- Plant and employee sanitation practices, product safety and standards, investigating consumer complaints/returned goods
- Supervise xxx QA staff on three shifts that perform daily in-process and finished product testing and analysis
- Maintain inspection and testing procedures to ensure compliance to the company's requirements
- Conduct quarterly plant audits and prepare reports to plant management on improvement opportunities and suggestions
- Conduct inspection and testing on all customer returned products and develop finding report which clearly identifies problems and possible operating solutions
- Conduct quality inspections all outside warehouse and subcontractors, in compliance with ISO Quality Management systems and good lab practices as required and develop full reports on findings
- Serve as a technical resource and experience base to the Lab
- Coach staff in their technical and personal development
- Assist in the development and implementation of quality systems and test methods
- Interact with customers, vendors, and other departments on test methods, results, and special projects
- Assure the safe and efficient operation of the Lab
- Participate on and/ or lead multi-disciplinary teams focused on customer issues, reduces testing, plant procedures and systems

R & D Manager-Electrical Engineering

Job Description:

- Responsible for defining and evaluating architecture for subassemblies and components
- Determines and recommends design direction and methodology for components, subsystems and less-complex systems in area or expertise
- Uses independent judgment to adapt and modify standard engineering techniques
- Use division plans and goals to provide overall priorities
- Receive general instructions and periodic guidance regarding required tasks and expected results
- Design and manage our xxx ,xxx, and xxx (product) group
- Will be responsible for the development of xxx, xxx models and design rules for new logic technologies
- Work with design engineers to deliver working xxx (EOS/ESD) protection circuits for products manufactured in AMD logic technologies as well as foundry technologies
- Require design and characterization of test structure, parameter extraction and model development, and application of models to create ESD design rules and to predict and analyze ESD performance
- Responsible for designing xxx (CMOS & BiCMOS) Analog IC's used in power conversion
- Writing product specifications, make cost analysis, and build up user communications
- Supervise and verify layout
- Propose new circuit ideas
- Perform feasibility studies for new circuits
- Responsible for xxx design, simulation and verifications
- Staff & lead a small group of engineers developing control electronics for advanced semiconductor fabrication and inspection equipment
- Leading design of the various systems in the company's products
- Responsible for designing, analyzing and characterizing the variety of electrical and electronic aspects of xxx project
- Coordinating with other groups within the company including software, firmware, manufacturing and quality
- Design, integrate, and test RF circuits for transmitters, receivers, power amplifiers and other related components for our xxx product(mobile phones)
- Evaluate designs to determine compliance to specifications and resolve technical issues surrounding field performance, reliability, and manufacturing
- Manage all aspects of the design and semi-custom analog and mixed-signal integrated circuits within the R & D department
- Direct the engineering activities for the design and development of xxx company's products, including xxx,xxx xxx, ...(product name)

- Responsible for acoustics, logic design, ASIC integration, battery technology, display, and RF interface
- Lead a team of hardware and software engineers and algorithm specialists engaged in advanced research projects, dealing with digital signal processing including radar signal processing and image processing
- Responsibilities include customer interface, project planning, and management of the development team

R & D Manager— Software

Job Description:

- Build, manage, and lead a team of 8-10 engineer
- Plan, manage, and deliver software release
- Work with business line to define new features, prepare architecture and design specifications
- Write functional specifications, participate in design reviews
- Manage the software development process
- Coordinate the development and execution of test plans and implementation
- Drive technical design and implementation of functional requirements
- Own implementation of key web components using standard web-development tools & technology
- Evaluate and make recommendations on package application and development tools
- Advise management in technical matters, such as development time, scalability, security, and feasibility
- Lead a team of designing and testing advanced 3-D computer graphics and image software
- Oversee software development services including direct management of xxx engineers
- Responsible for all infrastructure development, configuration management, software quality audit, quality assurance, and delivery services
- Responsible for developing, maintaining, and enhancing web-based applications using primarily Visual Basic Script, Java Script and Active Server Pages
- Defining technical specifications, providing consultation and implementing application architectural modifications
- Designing databases developing prototypes and production applications mentoring junior level developers
- Responsible for defining graphics systems architecture, building behavioral simulations for new designs, developing device dependent graphics library code, and bringing advanced graphics features to market
- Define features and functions, and manage software development efforts including project management of deliverables and people management
- Coordinate with cross-functional teams for source control, build test, and release infrastructure and process

Warehouse Director / Manager / Supervisor

Job Description:

- Responsible for receiving and stocking products, processing orders, cycle counting, customer services, maximizing sales and customer satisfaction
- Report directly to the Plant Manager and be accountable for and manage the day-to-day operations of a mid-sized warehouse/distribution center
- Supervise the shipping & receiving department with about xxx non-exempt employees
- Supervise warehouse associates and monitor all materials in the shipping /receiving department
- Supervise the picker packers on an assembly line
- Managing all aspects of inventory and logistics
- To organize, plan, assign and motivate the distribution center workforce to meet customer shipping and receiving requirements
- To manage multiple responsibilities including efficient equipment usage, space efficiency, appropriate storage practice, inventory control and the ability to anticipate and prepare for both inbound and outbound schedule changes
- Responsible for maintaining a safe, secure and clean warehouse environment, adhering to all safety, security and sanitation guidelines along with good manufacturing practices and regulatory compliance
- The warehouse supervisor must be prepared to act as backup to the warehouse manager and to assume those daily responsibilities during all absences
- Be able to communicate company goals and take the appropriate actions necessary to meet these various objectives
- Plan and conduct annual physical inventories
- Conduct department audits to assure compliance with inventory control
- Conduct training of associates as it relates to inventory control
- Draft procedures which incorporate solid inventory control practices and resolve and provide explanations for any inventory discrepancies as they arise
- Review proper receipt of all materials, ensure security, ensure availability for production schedules, establish/modify methods & procedures, maintain documentation, establish goals to meet objectives, and all other duties as assigned
- Develop clear goals and responsibilities for materials distribution organization and hold organization accountable to clearly defined metrics
- Responsible for implementation of bar code technology throughout warehouse and shipping operation
- Responsible for establishing and maintaining system integrity, and plant wide inventory accuracy

- Responsible for timely and thorough completion of performance and merit reviews for warehouse and shipping operation
- Provide timely, accurate and current information in support of daily meetings concerning production and customer service meetings
- Manage materials distribution operation to clearly defined budget
- Support efforts of corporate traffic, import and export management
- Negotiate and facilitate freight carrier arrangements for the business