

Job Description Operations Manager

Approvers/Dates

Approvals are managed in electronic QMS

Revision History

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307 SW Columbia Street
Bend, OR 97702

Operations Manager

SiCamore Semiconductor, Inc.

SiCamore Semiconductor, Inc is a commercial foundry service developing, qualifying and manufacturing power semiconductors primarily in Silicon Carbide and Silicon. We aim to enable our customers' business and delight them as their premier choice for innovation in power devices.

As An Operations Manager, you are....

To manage operational systems, processes, and infrastructure while implementing continuous improvements to increase operational efficiency and productivity. You will anticipate and track operational and tactical risks and provide strategic solutions. Manage day to day business of the operations department and oversee business analysis projects and supply chain projects.

Specific Responsibilities Include:

- *Work with sales teams to help set and meet daily, weekly and quarterly goals.*
- *Play a significant role in long-term planning, project status reporting, and implementing change control processes.*
- *Work closely with COO on other special planning and departmental projects.*
- *Manage and report weekly, monthly, quarterly, and annual metrics.*
- *Identify trends and assess opportunities to improve processes and execution.*
- *Complete information validation prior to circulating findings and recommendations to key stakeholders.*
- *Collaborate with other team members to ensure seamless business execution, reinforce positive morale, and uphold company values.*
- *Raise and track issues and conflicts, remove barriers, resolve issues of medium complexity involving stakeholders and escalate to appropriate level when required.*
- *Assess a variety of situations and provide clarity to team and stakeholders.*
- *Establish and maintain credible, professional relationships with clients, internal business lines, and external vendors.*
- *Solicit and respond to feedback while gaining commitment and support.*
- *Support company training programs, reinforcing technical and operations infrastructure between departments to ensure consistency and quality standards are met.*
- *Stay up to date on industry regulations, trends, and technology.*
- *Work closely with management team to ensure all operational, administrative, and compliance functions are being properly executed in accordance to regulatory-based best practices.*

To be successful in this role, candidates must possess the following background, skills, and experience:

- *Bachelor's degree in program management, business or public administration, technical management, information systems, engineering, finance/accounting, or related fields.*
- *Minimum of two (2) years of recent overall project management experience.*

- *Experience may be considered equivalent if experience demonstrated increased depth and breadth of responsibility.*
- *A Project Management Professional (PMP) certified by the Project Management Institute (PMI) can be used in lieu of the educational requirements.*

Specific job duties assigned within internal eQMS System.

Compensation is commensurate with experience and qualifications. Company provides medical and dental insurance, paid vacation and sick time off, paid Holidays, and a 401k plan. Each job at Sicamore Semi belongs to a specific job classification which has its own standard pay grade and is grouped in categories according to complexity, responsibility, and impact upon company operations. Non exempt positions may be overtime eligible.

Positions with Sicamore Semi may require a US citizenship or permanent residency to be in compliance with ITAR regulations. If you are not a US resident or citizen, you may be asked to obtain an export license.

SiCamore Semi is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.

If you are interested in consideration for this position, please email your resume to jobs@sicamoresemi.com.