



## POSITION

NPI Specialist - Full Time

## POSITION SUMMARY

The NPI Specialist supports the new products from the concept to commercialization phases of the product development through implementation, quality improvement and engineering support services.

## RESPONSIBILITIES & DUTIES

- Manage, control and maintenance of information contents of the customer manufacturing product directories on the server; which includes both customer provided, and internally generated documents required for the process of orders. Examples include: Bill of Materials, Gerber Files, Schematics, Programming Files, and Fabrication and/or Testing Instructions.
- Contribute to operational objectives by making recommendations to strategic plans and implementing quality standards,
- Identify trends, prepare and completing action plans and implement manufacturing engineering system improvements,
- Provides active, support and suggestions for continuous improvement of the New Product Introduction and other company activities integrated to the NPI function, identify and resolve problems, perform audits and implement changes if required

## QUALIFICATIONS

1. Strong Computer skills with the following applications: MS extended Office Suite, OrCAD, and AutoCAD.
2. Goal driven with a passion to support products through the phases of definition and planning, design and implementation to volume manufacturing
3. Ability to liaise with design engineering and manufacturing groups and to influence change. Be prepared to take on additional responsibilities due to position growth.
4. A dynamic individual who can adapt to a rapidly changing and demanding manufacturing environment with proven organizational and multi-tasking skills,
5. Electronics Engineering Technician Diploma or equivalent job experiences
6. Previous MRP experience as well as working within an ISO environment is a plus
7. Strong English communication skills both verbally and written

## COMPENSATION

We offer an attractive financial package with a bonus scheme according to performance. We encourage and support self-development and provide a challenging and rewarding environment with training packages for professional development.