



Business Systems Coordinator

IDEX is global organisation design and manufacturing biometric products and is preparing for volume manufacture of fingerprint sensors primarily for mobile, IOT and card markets. To support rapid growth we are recruiting this position to assist with the development of our mass volume and execution strategy and to develop business systems to support internal departments and interface top tier international customers. The successful candidate will be expected to support the operations and finance team as and when required however the main area of focus will be creation and development and maintenance of business systems processes from product design phase to volume supply execution. The role will also support in validating and assisting to compile the IT strategy and work without-sourced external partners and Microsoft Office systems.

Purpose of Role:

Reporting to the SVP Operations this role will play a key part in the end-to-end management of the business activities. Involvement will be expected within the operations, purchasing, finance, engineering, sales and working with the IDEX Business ERP systems and PLM systems. Along with other members of the team the candidate will work towards achieving the organisational objectives to deliver rapid sales growth. Implementation of the ERP and PLM business systems strategies & processes are critical and the candidate will be expected to take a proactive approach in identifying areas for improvements, automating data and making recommendations along with training other members of the team. The role will be required to support all business systems necessary to deliver successful operational execution cover all aspects of the business data flow and process streams from engineering, NPI, sales, operations and finance. Metrics and key performance indicators are required to be developed in order to provide business information to each department and managers. The candidate will also be expected to support and define the IT infrastructure.

Key Objectives & Responsibilities:

Business Systems (ERP/PLM Systems)

- Development and automation of the data in the ERP system to define optimum business process flows, documentation and to train internal stakeholders.
- Increasing the ERP system module usage, In addition to modules already used the candidate will also be responsible for the implementation of new modules such as the CRM module and APS module. This includes definition, process flow, documenting ways of working and conducting training.
- Streamline current system processes to support the rapid growth of the organisation ensuring efficient & effective working practices.
- Oversee the implementation of the new business processes and preparing detailed reports and metrics where applicable for review by Management teams.
- Systems management - capability of working at a tactical and strategic level, supporting daily transactions in ERP system in line with production requirements and the management of material for NPI/Development.
- Generating standard reports for each of the business function as well as developing customised reports to monitor metrics and business performance and assisting with defining improvements. Analysis of all existing business systems practices, process flow and making recommendation for improvements.
- Review external partner's businesses processes and systems and review ability to streamline and link with IDEX systems with a view of minimising internal transactions and real time data.
- Implementing the ERP system and databases for all IDEX sites and entities and assisting with the data.
- Support Operations and Finance with analysis of month end reports and improvements.

Product lifecycle management (PLM)

- Supporting the management of the entire lifecycle of a product from inception, through engineering design and manufacture, to service manufactured products. Heavily involved in change control meetings, determining points of embodiments and driving actions real time.
- Managing integration for the PLM system activity with the ERP system activity ensuring the most up to date product data is available and can be shared with other departments and external partners to ensure accurate purchasing and planning.

IT Systems

- Management of the current external IT system provider (supplying Office365)::
 - Investigating, diagnosing and solving user computer issues.
 - Planning and coordinating schedule maintenance upgrades
 - Identify areas for improvements
 - Assisting with specification of IT systems and infrastructure
 - Maturing use of Sharepoint
- Source other potential Long term IT support solutions supporting all sites on a common platform
- Compiling regular risk assessments on business systems processes
- Managing user access and rights

**Operations**

- Assisting with the transition of New Products into mass production and ensuring deliverables are achieved on time, to specification, customer requirements and cost.
- Development of operational metrics for internal review and driving continuous improvements.
- Coordinating and managing with Quality personnel, non-conforming materials, rejects and the returns process and implementation of corrective actions with suppliers.

Experience:

- Experience of working and implementation of ERP & PLM systems within design and manufacturing business is essential
- Knowledge of MRP/APS operation
- Experience and Knowledge of writing customer reports using software tools such as Crystal & SSR
- Database creation
- Documentation of systems and process flows
- High competency level in use of Microsoft Office.
- Experience of working within global organisations and customer service focus
- Experience of working in multi-location, multi-stakeholder environment is essential
- Experience of development of necessary documentation and internal processes to support ISO9001 certification, responsible for update and review of operational procedures.
- Experience of Bill of material and part numbering structures.

Education:

- Degree level or equivalent training in IT and business systems

Personal capabilities and qualifications:

- Effective communication skills at all levels internal and external to the organisation
- Effective presentation and training skills.
- Analytical approach and pro-active problem solving
- Conducting training

Potential:

IDEX is a pioneering company in fingerprint sensing technology. We are technically advanced in our field. The organisation is small and compact, and we have informal and stimulating work environment. There is a spectrum of challenges and you will have an opportunity to grow with us.

Salary:

Dependent on candidate

Work place:

South East England (M3-M4 Corridor)

Travel activity:

Ability to travel internationally with extensive travel to IDEX sites and partners.

IDEX ASA:

IDEX ASA specializes in fingerprint imaging and recognition technology. The company has a strong patent portfolio consisting of more than 25 patent families including more than 215 granted patents, as well as cross licenses with Apple.

IDEX has a highly competitive product road map including swipe sensors, touch sensors. The company is currently in the process of commercializing the products.

IDEX's addressable market represents a multi-billion-unit opportunity, centered on three core markets: Mobile, ID & Smart Cards and the Internet of Things.

Web site:

www.idex.no

Contact:

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Application deadline: 30th September 2016

Unfortunately, we are unable to support any visa applications.