



Operations Coordinator

IDEX is global organisation design and manufacturing biometric products and is preparing for volume manufacture of fingerprint sensors primarily to mobile, IOT and card markets with a view of targeting additional markets. To support rapid growth we are recruiting this position to assist with the development of our mass volume supply capability to top tier OEM international customers. This role will be involved in developing the strategy within the Operations department and supporting the business end-to-end from design to execution.

Purpose of Role:

Reporting to the Senior VP 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 & operational 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 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. Operational support will be required for purchasing, expediting and customer service and order fulfilment. The candidate is also expected to review operational improvements and make recommendations based around available technology, supply chain capability, optimum logistics and how this can enhance customer execution. Ability to foster close working relationships with internal stakeholders e.g. Sales, Engineering, Operations & Finance.

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.
- Oversee the implementation of the new business processes; modules 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 in ERP for each of the business function as well as developing customised reports to monitor metrics and business performance and assisting with defining improvements. Analysis all existing business systems practices, process flow and making recommendation for improvements.
- Review external partners' 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 data.

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.

Operations

- Placing purchase orders and expediting materials
- Critical cost reduction activities to reduce overall bill of materials costs whilst consideration implications on design, raw materials, manufacturing and quality requirements
- Responsible for negotiating best terms and conditions and documentation of customised contracts with critical vendors. (Supply Agreements, Logistics Agreement, Statement of Work)
- Heavily involved with the transition of New Products into mass production and ensuring deliverables are achieved on time, to specification, customer requirements and cost.
- Compiling risk assessment of materials and the supply chain and co-ordinating mitigation actions
- Development of operational metrics for internal review and driving continuous improvements.
- Ensuring (BRM) Business reviews are held regularly with critical suppliers and Key metrics are reviewed along with the necessary improvement actions taken in a timely manner.
- To provide customer service and ensuring order management, planning, processing and execution.
- Coordinating and managing with Quality personnel, non-conforming materials, rejects and the returns process and implementation of corrective actions with suppliers.
- Setting up logistics models and contract.



- Material costs management and stringent material control is required to ensure the Company targets are met. This includes spend, usage, scrap, inventory levels, bonded material & excess material monitoring.

Experience:

- Experience of working and implementation of ERP & PLM systems is essential.
- High competency level in use of Microsoft Office.
- Good interpersonal skills
- Effective communication skills at all levels internal and external to the organisation
- Experience of working within global organisations and customer service focus
- Strong commercial, sourcing and negotiation skills
- Supplier Management and risk management experience
- Experience of working in multi-location, multi-stakeholder environment is essential
- Effective presentation and training skills.
- Experience of development of necessary documentation and internal processes to support ISO9001 certification, responsible for update and review of operational procedures.

Education:

- Degree level qualified or equivalent (CIPs certification desirable but not essential)

Personal capabilities:

- Ability to work to tight deadlines to ensure business continuity and across multiple sites and time zones.
- Excellent communication skills with strong written and presentation skills.
- High customer service driven with end to end business process experience
- Previous exposure to working within operational function with business systems skills
- Analytical approach and pro-active problem solving
- Able to work independently as well as part of a team

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:

careers(at)idex.no

Application deadline: 30th September 2016

Unfortunately, we are unable to support any visa applications.