



## **Material Manager/Production Scheduler**

This is a hands-on position and a role which is responsible for planning the day-to-day production flow. The primary responsibility will be to negotiate materials, manage supplier relationships, and manage material inventory levels to achieve the company's OTD and Revenue goals. This role reports to the Director of Operations.

SemiNex Corporation is a small but fast growing private, leading manufacturer of high-powered laser modules and optical amplifiers based on indium phosphide and gallium antimonide materials for automotive LiDAR, data communications, medical aesthetics, and industrial sensing applications. SemiNex's high-power semiconductor diode lasers have world-class performance in power and efficiency.

### **Primary Responsibilities**

- Evaluate suppliers based on delivery performance for their products, services, price, and quality.
- Schedule new Production and RMAs to efficiently assemble and test customer orders and to make timely shipments while avoiding expedite fees.
- Provide Sales and Engineering lead-times for orders to support order acknowledgements.
- Schedule material receipts and manage inventory to support the Production schedule to achieve OTD and SemiNex's revenue targets.
- Establish dual sources for all materials and limit risks by minimizing SemiNex's dependence on offshore suppliers.
- Negotiate contracts for the organization and manage agreements with suppliers for product deliveries.
- Meet with vendors and staff as required to discuss unacceptable and defective products and to establish corrective actions.
- Evaluate and monitor contracts to ensure suppliers and vendors are complying with SemiNex Terms and Conditions.
- Maintain and review records of receipts, shipments, yields, inventories, and costs.
- Responsible for weekly cycle count execution, annual physical inventory as well as associated reporting.

### **Requirements:**

- Bachelor's degree preferred in Supply Chain Management
- More than 7 years of experience with Planning and Production scheduling
- Interpersonal skills, self-confidence and negotiating skills for establishing contracts with suppliers and vendors.
- Analytical skills for evaluating and choosing suppliers offering the best combination of service, delivery, quality, and price
- Experience with MS Excel manipulating data, exporting and extracting data for the purpose of report creation.
- Good oral/written/presentation skills.
- Familiarity with ISO 9001 standards and lean manufacturing
- Ability to work independently, as well as in a team setting
- Good work ethic with attention to details
- Ability to motivate and to foster a positive work environment

### **Work Location:**

Danvers, MA near interstate I-95 and US Route 1. This position is 100% factory-based.

### **Company Background:**

At SemiNex, our talented people make us successful. We promote an inclusive environment where we value individuality, differences, and unique perspectives. SemiNex is a fast-growing company that will provide ongoing career growth and advancement for all employees.

### **Compensation:**

Competitive salary based on experience. Benefits include 401k, health insurance, bonus incentives, and company stock.