



Title: Manufacturing Engineer – IR Optics

Category: General

Location: Acton, MA

Experience : 5 years minimum

Schedule: Full Time (40 hours per week), First Shift

Organization Relationships:

Reports to Operations Manager. Support responsibility to all production functions.

About Us:

Novotech, Inc. is an exciting and growing company in the electro-optics industry. We manufacture and supply products for the thermal imaging and infrared optical industries. At Novotech, we specialize in germanium blanks which are used by our customers in electro-optic and photonic devices. Novotech is a job shop and manufactured products change according to customer requirements.

Job Description:

The person in this position will function at the intersection of supply chain and infrared optical materials. She/He will have strong experience in the production of optical components, good knowledge of substrates, and will have responsibility to guide the scope of jobs, RFQs, and projects, as well as provide oversight to estimating jobs. The person will support the Operations Manager and the President on the company's growth initiatives. The Manufacturing engineer will report to the Operations Manager.

Essential Functions:

- Work with Operations Manager to develop new business and cultivate vendors.
- Work with production personnel to evaluate and improve shop process, job flow, parts.
- Engage with customers on job parameters as necessary.
- Manage open purchase orders with suppliers as necessary.
- Collaborate with supervisors and peers on QA, continuous improvement strategies, and training procedures.
- Create drawings in SOLIDWORKS and optimize job costing (company ERP & MS Excel templates).
- Assist with general administrative function of ERP System.
- Work with Operations Manager to develop job instructions.

Education / Qualifications & Skills:

- Bachelor's Degree in Physics, Mechanical or Manufacturing engineering and direct experience in optical shop operations. US citizen or Permanent Residency is required.

Experience

- Knowledge of infrared optics segment and familiarity with its value chain.

- Hands-on knowledge of fabrication equipment and machinery, and optical metrology.
- Working knowledge of CNC lathes and machining.
- Design, document, and build production & tooling.
- Knowledge of infrared optical material properties, including optical and mechanical properties.
- SOLIDWORKS experience is a plus.
- The company uses a specialty ERP system for work-flow management, job tracking and inventory management among other uses. Tools to become an intermediate-level user provided. Hence, experience navigating shop software systems valuable.

The work environment characteristics:

The noise level in the work environment is usually moderate. Might need to lift loads up to 40 lbs.

Novotech Benefits:

- Competitive Pay
- Benefits
 - o Medical, Dental, Vision
 - o Flex Spending Account
 - o Long Term Disability
 - o 401K with Matching
 - o Performance bonus
 - o Flex Time
 - o Casual atmosphere
 - o Vacation time & Sick time
 - o 8 paid holidays
 - o Suburban location allows low traffic during commute
 - o Company located within walking distance to beautiful Bruce Freeman bike trail