

Title: Production Manager**Category:** Manufacturing**Location:** Acton, MA (On-Site Position)**Experience:** 3-5 years in a manufacturing environment overseeing direct reports**Schedule:** Full Time (40 hours per week)**Organization Relationships:**

Reports to Operations Manager and has support responsibility to all functional managers.

About Us:

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

Job Description

Novotech is looking for an experienced Production Manager to grow and transform our production facility into a modern manufacturing operation. The right person will have strong leadership abilities to create and lead a cohesive team while adding capabilities and driving a lean culture.

Required Skills and Experience:

- Associate or bachelor's degree in mechanical or manufacturing engineering
- Experience in a manufacturing environment (fabrication and/or machining a plus)
- Experience leading a department
- Experience leading change
- Experience with ERP systems (ProfitKey a plus)
- Proficient with Microsoft Suite
- Knowledge of lean principles, especially 5S, VM, DM, and TPM
- Experience in production planning and materials planning
- Experience developing and tracking metrics related to department performance
- Excellent oral and written communications skills
- Conflict resolution
- Ability to assess risk and recommend a course of action
- Provide information in a timely manner sometimes with limited information

Additional Skills and Experience:

- Experience in optics manufacturing (IR a plus)
- Presentation and training experience
- Experience with ITAR, EAR, and DPAS regulations

- Knowledge of Quality inspection sampling plans
- Familiarity with AS910 FAls
- Familiarity with root cause and corrective action
- Familiarity with Sig Sigma concepts
- Familiarity with EHS

Additional Requirements:

Candidate must be a U.S. citizen or permanent resident of the United States

Novotech Benefits:

- Medical, Dental, Vision
- Flex Spending Account
- Short- and Long-Term Disability available
- 401K with Matching
- Employee Assistance Program (EAP) resources
- Employee discounts via *MarketPlace*
- Flex Time
- Casual atmosphere
- PTO & Sick time
- Paid holidays
- Suburban location allows low traffic during commute
- Company located within walking distance to beautiful Bruce Freeman bike trail

We are an equal opportunity employer that welcomes and encourages diversity in the workplace. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.