



Manufacturing Systems Administrator

Responsibilities

- Administer, configure, and control all facets of the Manufacturing Execution System (WIPtrac) for both epitaxy and device fabrication.
- Prepare epi and fab build schedules daily to meet customer demand, while maintaining efficient loading of the epi and fab floors.
- Communicate build plan to the production and engineering groups.
- Monitor and compare actual production activity to the production plan and adjust schedules accordingly.
- Interface with production managers, process engineers, process technicians, equipment technicians and the device and epi engineering group to monitor production schedule throughout shifts.
- Prepare inventory and WIP reports to support production, engineering, and financial reporting.
- Create organized systems in software, such as databases, and in the epi and fab for tracking inventory and carrying out everyday epi and fab support activities.
- Maintain service and materials inventory records and forecast purchasing requirements to procurement.
- Collect, analyze and format various forms of data from WIPtrac such as cycle times, capacity numbers, and SPC data.
- Assist in process improvement and production efficiency based on WIPtrac data.
- Supervise all production documentation: billing logs, standard operation procedures, lot documents, etc.
- Communicate with vendors, especially Santa Barbara Analysis (WIPtrac creator) to resolve issues with the system as they arise.
- Other duties as assigned.

Requirements

- Bachelors Degree required. Degree in Engineering, Physics or Mathematics preferred.
- Excellent communication, organizational, personal, team and leadership skills required. Previous experience in leadership role is a plus.
- Excellent computer skills. Familiar with all Microsoft Office applications. Database, programming, and/ or COBOL experience a plus.
- Proficient in written communication. Superior technical writing skills preferred. Must communicate with personnel of varying educational backgrounds.
- Ability to identify and solve problems by making logical decisions.
- Ability to multi-task by maintaining a clear and accurate status of all projects and by addressing all issues proactively to minimize problems as well as the time required to resolve those issues.
- Excellent analytical and quantitative skills. Training or experience in statistical analysis preferred. ISO9000 experience or training a plus.
- Ability to handle change quickly and efficiently in a fast-paced work environment
- Self-starter that can work independently.
- Detail oriented.
- Willing to learn new skills to be a more versatile employee. Interest in science and learning a plus.
- Willing to step outside of the job description, as required in a small startup company.
- Motivated by challenge and the opportunity to make a difference.
- Availability to work flexible hours to meet the needs of the position.
- Must be a U.S. Citizen