

Manufacturing Operations Manager

U.S. Citizenship Required

Charon Technologies, LLC is the leading provider of innovative mobile devices and cyber security solutions to government agencies and corporations .

Charon Technologies, LLC is seeking an organized, proactive Manufacturing Operations Manager to join our organization. The selected candidate will work directly with the Vice President for Operations and The Director of Manufacturing of Charon Technologies, LLC, as well as other company staff to ensure all operations and production tasks are efficiently and effectively completed. The candidate must have strong interpersonal skills, the ability to manage multiple tasks, experience managing personnel and procuring and managing raw materials.

We offer a generous benefits package, a casual work environment, flexible work hours, advanced training, coffee, sodas, snacks, and a weekly office wide breakfast or lunch. We sponsor awesome holiday parties and a fun family picnic.

Job Duties and Responsibilities

- Manage/Accomplish the procurement of raw materials for production
- Manage our suppliers and Inventory
- Accomplish/participate in production planning
- Accomplish/participate in production kitting as required
- Maintain inventory and provide monthly, quarterly and yearly reports
- Participate in budgeting, cost control and cost accounting as required.
- Create a positive culture that promotes employee productivity
- Suggest changes to task workflow to improve efficiency
- Support staff with general operational tasks

Desired Qualifications

- 3-5 years of experience in electronics manufacturing operations
- Prefer someone with supervisory experience
- Detail-oriented and exceptional organization skills
- Professional demeanor
- Demonstrated verbal and written communication skills
- Excellent customer service skills
- Self-starter who works well independently
- Knowledge of Microsoft Suite
- Ability to prioritize given tasks and work efficiently towards completing them
- Familiar with common office equipment (printers, copier, fax, etc.)



We are proud to be an Equal Opportunity Employer and do not discriminate on the basis of race, religion, gender, national origin, color, age, military service eligibility or veteran status, disability, sexual orientation, gender identity, marital status or any other protected class. We encourage and support workplace diversity.

Qualified candidates may submit resumes to hr@charontech.com in Microsoft Word or Adobe PDF format. Charon Technologies, LLC is an Equal Opportunity Employer M/F/D/V.

No third parties, no agencies, no subcontractors need apply.



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