Full-Time Manufacturing Specialist

Position Summary

Phenix Fiber Optics, a start-up fiber optics instrument manufacturer based in Bozeman, MT, is seeking a full-time Manufacturing Specialist with experience in team management, manufacturing, and small mechanical and electronics assembly. Phenix is a small and growing company, requiring the flexibility to wear many hats and offering creative opportunities for growth and development.

We are seeking a mature, reliable, and motivated self-starter with experience in manufacturing environments and electro-mechanical assembly. Candidate must be proactive, innovative, and adhere to Phenix’s values of integrity, honesty, teamwork, and unwavering quality. The candidate will also hold previous production experience, including parts procurement, quality control management, process design, and inventory management.

We seek a mature individual with significant experience, outstanding leadership and communication skills, and immaculate attention to detail. This position will join a small team of Assembly Technicians and will work closely with Phenix President/lead engineer, Director of Sales and Marketing, as well as local parts vendors.

Responsibilities

Production Supervision and Management

- Continuously monitor production progress and provide timely feedback and direction to production team. Review production goals with staff daily to prioritize needs and review success in meeting production goals. Identify needs and opportunities to increase production efficiencies and work with production team to implement them.
- Oversee inventory management and quality control systems.
- Adhere to and help document/maintain procedures, processes, and standards in product manufacturing. Help lead development of new production tracking systems as needed in a growing business.
- Work with Director of Sales and Marketing to establish order fulfillment schedules and oversight of on-time order deliveries.
- Oversee work schedules and lead regular production meetings. Establish and maintain procedures to provide timely and high quality product support and servicing needs.
- Motivate, celebrate, coach, and hold accountable production employees.
- Oversee small team of assembly technicians, including establishing performance expectations and conducting employee reviews. Foster and maintain a culture of productivity, efficiency, and utmost quality. Cultivate mutual respect and support professional development and excellence among production team members.
- Assist with hiring and oversee training of new employees.

Product Development

- Develop comprehensive knowledge of the design and assembly of Phenix product, including
electronic and electro/mechanical equipment such as PC boards, motors, etc.

- Perform assembly and testing of products and/or sub-assemblies efficiently while maintaining exemplary quality standards.
- Communicate about work in process, identify and report potential product problems and suggest corrective actions.
- Work with Phenix President/lead engineer and outside technical vendors on research and design, including ongoing product improvements, custom product development requested by customers, and new product innovation opportunities within fiber optic instrumentation.

Required Qualifications

- Manufacturing/production management experience.
- Leadership skills, including employee supervision/management and team building.
- A diplomatic and confident demeanor with a strong sense of teamwork and shared responsibility.
- Experience in the electronics and/or electro/mechanical fields, including assembling and handling of small parts.
- Strong and clear communication and interpersonal skills, both written and verbal.
- Ability to read, understand, and use technical manuals and reports.
- Demonstrated troubleshooting and problem-solving skills - both in product design and team dynamics.
- Possess a high sense of integrity and confidentiality; will be required to maintain confidential product and trade secret information.
- Knowledge of basic Windows applications.
- Comfortable in a start-up setting, complete with ebb-and-flow production needs and ability to wear many hats with grace and ease.
- Physical requirements: ability to sit for extended periods, work with small tools, use microscope or other magnifying device, lift and carry up to 30lbs short distances.
- Reliable transportation; position will be based at Phenix Fiber Optics’ facility in NW Bozeman with occasional need to travel to parts vendors and other locations throughout the Bozeman area.

Desired Qualifications

- Bachelor or Masters degree in Engineering or related field and/or exceptional equivalent experience.
- Interest in fiber optics and/or optical instrument design.
- Knowledge of electrical/electronic components and equipment, including the use of special instruments for diagnostic purposes.
- Experience with production/quality control/inventory systems and software.
- Experience with machining and/or printed circuit boards.

What We Offer:

- Full-time salaried position with a salary range of $55,000 - 60,000 DOE.
- Accrued paid time off and paid holidays.
- Health insurance stipend (employer-provided health insurance plan may be offered in the future dependent on need).
- A friendly and collegial work environment in which everyone’s contributions are treated with
respect and appreciation.

- Opportunity to grow with an expanding business.

**How to Apply**
Please submit resume and cover letter to Lindsay Ryder, Director of Sales and Marketing at lindsay@phenixfo.com. Applications will be reviewed on a rolling basis.

**About Phenix Fiber Optics**
We are a Bozeman-based start-up company manufacturing and selling instrumentation designed to cleave fiber optic cables. Our key instrument, the **fibersect**, is a revolutionary tool designed to mechanically cleave fiber optic cables by cutting through the fiber and epoxy with remarkable precision. Visit [www.phenixfo.com](http://www.phenixfo.com) for more information.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*