

Job Description
NPI Specialist II

Type of Job: Full Time – Salary/Exempt
Location: Swansey, New Hampshire

Job Summary

The NPI Coordinator will work closely with Project Management, Engineering, Manufacturing Engineering, and other functional groups to transition new products from concept through full production.

The NPI Coordinator will lead purchasing of prototype and alpha material to include the purchase of fabricated materials, components, equipment, and outside services and determining appropriate source of supply, obtaining quotations, examining bids and the generation, execution, and follow-up of purchase orders.

The NPI Coordinator will assist Project Management in the creation of NPI specific documentation such as functional plans, assembly instructions, marketing material, and other project related documentation.

Core Responsibilities

- Assists Project Management in the procurement and tracking of project related material.
- Drives projects to completion in a methodical well-planned and productive manner.
- Interprets and understands complex assembly and manufacturing fabrication drawings, to enable identification of appropriate suppliers for sourcing of materials and negotiation of most favorable pricing and contract terms.
- Evaluates Engineering/Design documentation and make recommendations regarding optimal fabrication technique(s), from a manufacturability perspective.
- Releases and manages purchase orders to achieve project goals.
- Assists in implementing and phasing in Engineering Change Notices.
- Maintains a clean and organized work area.
- Ensures safe work practices are followed.
- Complies with safety regulations.
- Performs other duties as assigned by management.

Education and Experience

- Bachelor's degree with a minimum of 3 years planning/purchasing experience in a manufacturing environment or an equivalent combination of education and experience.
- Experience with Visual (or similar) ERP/MRP system; strongly preferred.
- Computer proficiency in MS Office Suite.
- APICS certification a plus.
- Experience working with minimal supervision in a fast-paced environment with changing priorities.

Competencies

- Strategic thinking.
- Superior communication skills; both oral and written.
- Time management.
- Multi-tasking, team player.
- Excellent organizational skills, with strong attention to detail.

To apply for this position, please send your resume to: careers@nanotechsys.com