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**ZutaCore** is recruiting new members of the Operations team. **ZutaCore** is a startup that's experts in two-phase cooling and develops Direct-on-Chip cooling systems for the Datacenter industry.

**ZutaCore** offers an opportunity to be part of a fast-growing company in a rising market with compelling unmet need.

**Promotion Opportunity – ZutaCore looks for candidates that can grow with the company.**

# Job description

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| **Job Title:** | Development and Production Material Flow and Compliance |
| **Department:** | Operations |
| **Reporting to:** | Director of Business Processes and Technology |
| **Location:** | Sapirim industrial park, Shaar hanegev (Near Sapir College, Sderot) |
| **Key Relationships:** | Internal: R&D, Marketing, Sales and External: Customers, Contract Manufacturers, Consultants |
| **Job Scope:** | 60% Part-time employee |
| **Availability:** | Immediate |

# Description of Duties

* To receive Buy and Make items from suppliers
* To perform Acceptance Inspection against orders, datasheets, and engineering drawings
* To monitor schedule, correctness, and quality of received orders
* To collect items from stock for kitting of products
* To issue kits for production at contract manufacturers
* To manage a log of all inventory movements (in/out) and safety stock
* To organize and control the warehouse (including nonconforming material)
* To coordinate labeling, packaging, and logistics
* To work with contractors
* To read Production Files, Assembly Drawings and Work Instruction
* To accompany the production processes at the Contract Manufacturer production floor
* To create reports to management
* To become an integral part of the Operations team

# Person Specifications

Essential:

* Bachelor's degree student or graduate in the field of Mechanical Engineering, Industrial Engineering, Logistics, or related fields
* Willingness to be flexible and multi-task as a small team member and work resourcefully without close supervision
* Self-learner, quick learner
* Able to analyze and solve problems
* Has good communication and interpersonal skills
* Advanced English proficiency
* Advanced MS Office proficiency

Preferable:

* Experience in Electro-Mechanical Systems
* ERP (Priority) and PLC (Agile) proficiency
* Experience in project management software such as MS Project, Monday, Smartsheet, etc.

# Contact Details:

[Vered.gefen@Carrar.net](mailto:Vered.gefen@Carrar.net)