

TENSILITY

Job Description: Product Development Administrator

Date: October 2, 2023

Summary

Tensility designs and sources cable assemblies and components to support customers from conception through production. Our focus is to connect customers to information and products through first class, efficient, customer-centric systems.

New products are the lifeblood of Tensility, ensuring we are steps ahead of customer requests and requirements. These products are integral to our business model and customer satisfaction. The Product Development Administrator supports new product development by coordinating all parts of each project. This person ensures timelines are met, details are checked, and pricing is competitive. A passion for project management and organization is a must, as well as an ability to work on multiple projects at once.

This is not a remote-work position.

Tasks include:

1. New Product manager
 - a. Researches new products, competitors, and market gaps and makes determinations regarding the feasibility of new product proposals.
 - b. Works with engineering team to develop scope of new products.
 - c. Works with vendors to get pricing, materials, specifications, compliance, etc.
 - d. Assists Product Development Team in designing new product lines.
 - e. Creates presentations to management on scope of new projects, market competitiveness, and feasibility.
 - f. Organizes all stages of projects and ensures they are continually moving forward.
 - g. Assigns work and ensures timeliness and accuracy from other team members.
 - h. Manages the NPI yearly goal.
 - i. Coordinates NPI flow throughout company and other teams.
2. Compliance
 - a. Stays current on compliance requirements throughout the world.
 - b. Assists customers with compliance documentation.
 - c. Updates Tensility team to ensure compliance is efficient and well-managed in systems and online.
3. Quality
 - a. Assists with Quality Assurance when additional engineering support is needed.
 - b. Maintains knowledge and compliance with regulations and legislation.
 - c. Assists quality and engineering teams in troubleshooting engineering problems.
 - d. Assists with ECOs, PCNs, and EOL products.

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- e. May conduct quality assurance testing.

4. Testing

- a. Uses and maintains lab testing equipment.
- b. Conducts lab tests on typical bench test equipment and
- c. Trouble-shoots customer projects and/or Tensility products using lab equipment.

5. Other

- a. Employee may at time be asked to participate in other activities and functions that contribute to the company as a whole.
- b. Other activities which may be special skills of employee and become part of permanent job description.

Knowledge and Skills Requirements

College degree in industrial engineering or similar engineering degree, or business management.

Experience: 0-3 years

Software

- Common office software including Word, Excel, Power Point, Outlook, etc.
- Will need to know or learn SAP Business One as well as Solidworks.
- Flow charting software.

Equipment

Be able to use or learn to use the following:

- Test: DVM (handheld and precision benchtop), power supplies, electronic load, power analyzer, network analyzer, spectrum analyzer, hi pot tester (megger), oscilloscope, thermocouples.
- Physical measurement: Digital calipers, digital micrometer, digital depth gage, digital height gage, electronic scale, optical comparator, microscope.
- Assembly: Hand soldering (IPC J-STD-001 certificate or equivalent beneficial), wire stripping, terminal crimpers.
- 3D printer

Other

- Organized and process-oriented.
- Able to look at multiple aspects of the business.
- Maintain a professional appearance.
- Able to work in a team atmosphere as well as do independent work.
- Flexibility; ability to work in a changing or uncertain environment.
- Bilingual in Spanish and English a plus.

Working Conditions

Working conditions are normal for a professional office environment. Some travel may be required.