



JOB TITLE: **Director of Operations**

FLSA STATUS: **EXEMPT**

DEPARTMENT: **TRS Operations**

REPORTS TO (title only): **President**

WORK LOCATION: **Cedar Park, TX**

**COMPANY:**

TDK RF Solutions is a world leader in the design, development, and manufacture of technical solutions for the electromagnetic compatibility testing and antenna measurement industries. We offer a complete range of solutions including automated test systems, TDK anechoic chambers, RF absorbers, antennas, software, and a wide range of test products. Our mission is to utilize TDK's global technical expertise and resources to become the preferred provider of EMC solutions, research & development, product design, and test products for the worldwide RF community. We call it Total RF Expertise™ and it means TDK RF Solutions is the trusted single partner for RF consultation, design, test products and services.

TDK RF Solutions is headquartered in Cedar Park, Texas with affiliate offices in Asia, Europe, and the Americas.

**JOB DESCRIPTION:**

TDK RF Solutions (TRS) seeks a Director of Operations to lead the production, development, project management, and sales functions. He or she will be providing overall leadership and guidance for the daily operations, be instrumental in setting the long-term strategic goals and spearheading the implementation and success of those initiatives within the company.

- Provide daily leadership and guidance to direct reports and teams to achieve excellence in all aspects of company operations.
- Confer with customers and partners to assess market and technology trends.
- Support and review the sales process from sales acquisition phase through sales completion to after sales phase to achieve customer satisfaction and successful business growth.
- Define annual sales and cost budgets together with upper management team.
- Monitor revenue and cost development and take measures as needed to achieve expected profitability.
- Oversee new product development, both hardware and software, to ensure adequate resources to meet company targets and customer expectation with respect to timing of market introduction, product quality, features and cost.

- Align with Business Administration team that administrative processes are coherent with operational strategy and targets. Support Business Administration team in any required change process.
- Performs other duties as assigned.

## **QUALIFICATIONS**

The successful candidate for this position must be able to perform each essential function satisfactorily with or without reasonable accommodation. The qualifications and working conditions listed below are representative of those required for the position.

- Master's or bachelor's degree in engineering, preferably in RF electronics technology or other related discipline
- Minimum of 10 years of leadership work experience in relevant technology industry. EMC related experience is preferred but not required
- The position requires broad generalist knowledge from various disciplines such as sales, manufacturing, software and hardware development, and project management
- Proficiency in electrical or mechanical engineering. Knowledge of RF measurement equipment such as network analyzers, RF signal generators and spectrum analyzers is an advantage
- This role requires past experience working directly with senior leaders to evaluate the efficiency of business operational processes and procedures according to organizational objectives, making sound recommendations for improvement and driving implementation with a proven ability to track, prioritize, and drive multiple concurrent projects to success
- Strong interpersonal skills and proven ability to work seamlessly with a variety of personalities and functional disciplines
- Demonstrated ability to effectively lead, influence and motivate people and teams, good sense of organization and time management, attention to detail while maintaining an holistic oversight, and ability to work both independently and in teams.
- Experience and comfort around using quantitative data and metrics to communicate ideas, ability to analyze, define problems, establish facts, and draw conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Ability to effectively write reports, presentations, and business correspondence. Strong skill in presenting information both externally, to customers and partners, as well as internally within the organization
- Exceptional English language communication skills, both written and verbal; can succinctly and clearly communicate, with ability to produce documents and presentations that are ready for leadership review; business aptitude in a second language desirable
- This position will require domestic and international travel and remote work as needed

## **BENEFITS:**

TDK U.S.A. offers competitive salary commensurate with experience, and comprehensive benefits package including medical, dental, 401(k), pension, life insurance, vacation, and 12 paid holidays.

TDK is an Equal Opportunity Employer: EOE/M/F/D/V/SO