



## Program Administrator

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<b>Company:</b>	SMTc Corporation	<b>Location:</b>	San Jose, CA
<b>Department:</b>	Program Management	<b>Reports To:</b>	Program Manager

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### Company Overview:

**SMTc Corporation** is the company behind the manufacture, performance and intelligence sophisticated electronic devices all over the world. We are a global Electronics Manufacturing Services (EMS) provider with more than two decades of experience working in partnership with Original Equipment Manufacturers (OEMs) in computer, industrial, communications, consumer and medical markets.

- **Our customers are the heart of our business.** We go to great lengths to build strong, synergistic relationships with our customers and business partners worldwide.
- **Our services, processes and capabilities deliver customer value.** SMTc provides global end-to-end solutions including design, new product introduction, manufacturing, supply chain management, and after-sales services for the whole product lifecycle.
- **Our people make it happen.** SMTc employees are responsive, results-oriented professionals with a track record for innovative, flexible solutions focused on customer needs. Our expertise in quality, technology and supply chain management offers customers a distinct competitive advantage.
- **Our business is global.** SMTc operates a global manufacturing network with operations in Canada, the United States, Mexico and a partnering relationship in China. For more information: [www.smtc.com](http://www.smtc.com) .

### Position Overview:

Working closely with the Program Coordinator, the Program Administrator will be responsible for ensuring that several daily and weekly tasks are completed in a timely manner.

### Key Responsibilities:

- Perform Daily Shipping transactions using MAX and SMMS.
- Enter production schedule in Shop Floor Database.
- Generate and maintain Work Orders in MAX
- Release kits to production using Webplan and MAX
- Disposition NCM regularly.
- Enter Customer Purchase orders into system after analysis and validation by PC.
- Process customer spare part requests from CORM or SMTc inventory.
- Monitor, analyze and generate Excess and Obsolete reports.

**Required Skills & Knowledge:**

- Experience with internal systems such as MAX, Webplan
- Proficiency in MS Office and Lotus Notes would be an asset
- Good written and verbal communication.
- Good time management skills.

**Required Qualifications and Experience:**

- High school or equivalent
- Ability to read, write and communicate verbally in English
- Previous production/manufacturing experience in the contract manufacturing industry

**Application Process:** All interested in this career opportunity, please submit your resume to [sanjosehr@smtc.com](mailto:sanjosehr@smtc.com)

Please note that only those applicants selected for an interview will be contacted directly.