



JOB OPPORTUNITIES
As of February 17, 2021

Teledyne Relays (a business unit of Teledyne Reynolds, Inc.), is a manufacturer of Electromechanical Relays, Solid State Relays, Power Controllers, RF COAX Switches and RF Matrix switching systems. The primary manufacturing facilities are located in the United States. We are a vertically orientated manufacturing and design company with major operations in Southern California.

Teledyne Relays' mission, vision, and value statements have never really changed in principle since 1963. Dedication to every employee and client's success; Innovation that matters - for our company and for the world; Trust and personal responsibility in all relationships – **Teledyne Relays is EverywhereYouLook!**

The following are our current job opportunities:

Job Title: Materials Manager
FLSA Status: Exempt

Req #2021-14759

Summary

We are looking for an experienced Materials Manager to lead purchasing, inventory control, planning, and shipping functions within our organization.

You have experience in supply chain and inventory control and have demonstrated excellent organizational and record-keeping skills. Attention to detail and problem-solving aptitude are qualities the ideal candidate must possess.

The goal is to ensure our operations have always an adequate flow of materials required to support our customers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Directs production and inventory control, shipping and receiving, and materials storage.
- Directs production planning and scheduling based on sales forecasts.
- Maintains inventory levels to ensure deliveries occur within customer timelines.
- Maintains and ensures accuracy of the perpetual inventory system.
- Ensure supplies and materials are sourced and purchased according to specifications
- Directs purchasing department to schedule delivery of materials, supplies, and equipment to ensure continuous operations while meeting inventory targets.
- Identifies and address Supply Chain risks and opportunities, maintaining fostering strong relationships with key suppliers.
- Identifies opportunities to reduce transportation costs and charges.
- Manages and monitors storage of purchased parts, sub-assemblies and finished goods.
- Pursues new ways to improve the efficiency of organization. Develops, plans, and administers procedures. Recommends changes to unit or sub-unit policies. Coordinates, develops and implements standard operating procedures for functional area
- Establishes procedures for conducting and valuing year-end physical inventory.
- Performs other related duties as assigned.
- Determines work schedules and overtime (if applicable) and allocation of resources and equipment according to material schedules. Resolves problems as they occur.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.
- Ensures working environment is clean, organized and safe for employees at all times. Understands and ensures staff complies with all safety and environmental policies and practices.

Qualifications

- BA or BSc in Business Administration or relevant field from four-year college or university
- 2-5 years of directly related experience and/or training; or equivalent combination of education and experience.
- Ability to lead team members
- Customer service-oriented
- Familiarity with supply chain and inventory management systems
- Understanding of forecasting and budgeting
- Ability to solve problems swiftly
- Working knowledge of Infor XA would be a plus
- Excellent organizational and leadership skills
- Proficient in Microsoft Office
- Ability and willingness to travel: 10%

U.S. Person for access to ITAR-Controlled Technical Data.

ITAR regulations dictate that information and material pertaining to defense and military related technologies may only be shared with US Persons unless authorization from the Department of State is received or a special exemption is used.

A "U.S. person" can be

1. A U.S. citizen;
2. A permanent resident who does not work for a foreign company, a foreign government, or a foreign governmental agency/organization;
3. A political asylee;
4. A part of the U.S. government, or
5. A corporation, business, organization, or group that is incorporated in the United States under U.S. law.

A foreign person is any person who is not a lawful permanent resident of the US and includes foreign governments and organizations.

Job Title: Environmental Health & Safety Administrator (Entry Level)

FLSA Status: Non- Exempt

Req # 2021-14760

Position Summary and Responsibilities

- Under direction of EHS manager, organize, evaluate and update Cal-OSHA Injury and Illness Prevention Program for a pro-active safety approach to Work Area Inspections, Job Hazard Analysis, Machine Guarding, and Lock Out/ Tag Out Procedures providing a safe and healthful workplace for employees and contractors.
- Assist with all Cal-OSHA recordable incidents with supporting reports and logs.
- Participate in detailed incident investigation of near miss, first aid, injuries and illnesses including Root Cause Analysis.
- Assist auditing, assessing, and improving the EH&S Program Calendar, a tool for scheduling EH&S activities.
- Participate in the completion and submittal of 18 Environmental Compliance Reports to Cal EPA - DTSC, SCAQMD, Cal OSHA, LACSD - Sanitation Dist., CA Dept. of Health Serv., and US EPA in a timely manner.
- Administrative support of 43 Environmental Operating Procedures (EMOPs) to advance our compliance based Environmental Management System (EMS).
- Support managing Hazardous Waste Manifests, reports, permits, monitoring, records and documentation.
- **Assess** 22 permits and licenses for all regulatory requirements including Renewals, Postings, and Documentation.
- Update 21 EHS Training Program presentations and include methods to demonstrate effectiveness. Active participation in all associated training requirements.
- Ensures SOS' are maintained for each product utilized on onsite with a data base that includes the chemical composition. Update as required for new and archived products.
- Serve as backup for our EHS Manager which is critical due to the plating, wastewater treatment and solvent cleaning operations performed at this site. Provide needed ability to cover unexpected surprise regulatory inspections and any other facility incidents.
- Support the Facilities, Maintenance, and Production Operations systems including HVAC, Clean Rooms, Lighting, Compressed Air systems, Cryogenics, Construction, Plumbing, Renovation, and Preventive Maintenance Plans with Documentation.
- Maintain and organize equipment logs to ensure that completion dates are met on key production equipment.

- Participate and maintain the Disaster Recovery Business Continuity Plan defining scope, planning and functional test.

Qualifications

- Graduated with or actively pursuing a Bachelor of Science - Environmental, Occupational Health and Safety, Chemistry, Industrial Engineering, Manufacturing Engineering, or related field of study.
- Must be able to clearly communicate (oral and written) with all levels of employees, Management, regulatory agency inspectors, and contractors. Ability to conduct required training sessions.
- Skilled in mathematics and chemistry, with computer proficiency in MS Office (Word, Excel, Power Point, etc.).
- Ability to lift 25 pounds and climb a ladder.
- Experience with Environmental, Health and Safety programs and regulations including regulatory reporting to US EPA, CalEPA /DTSC, SCAQMD, CalOSHA, LACSD, CDPH.
- Working knowledge of Hazardous Waste Management, Manifests and Land Disposal Restriction Notification. Regulatory permits, monitoring, incident investigations,
- Familiarities with facilities support systems, maintenance programs, records and documentation.
- Candidate must be a U.S. Person

Job Title: Director, Quality Assurance

FLSA Status: Exempt

Req # 2021-14886

Summary

Plans and directs Quality Assurance activities of the organization by performing the following duties personally or through subordinate managers.

Position Summary and Responsibilities

- Serves as the primary quality assurance resource for problem identification, resolution, loss reporting and continuous improvement.
- Instructs quality assurance personnel on quality control and analytical procedures.
- Supports concurrent engineering efforts by participating in design development projects representing quality assurance and the customer.
- Performs root-cause analysis and other problem solving activities regarding nonconformance of products and processes to identify effective corrective actions and process improvements.
- Oversees calibration program.
- Communicates quality issues, trends and losses to all relevant organizational departments.
- Interfaces with supplier and customer quality representatives concerning problems with quality control and assure that effective corrective action is implemented.
- Participates in internal and external quality audits.
- Reviews technical publications, articles, regulatory standards, trends and abstracts to stay abreast of issues in the quality control industry.
- Plans and formulates aspects of proposals such as objective or purpose of project, applications that can be utilized from findings, costs of project, and equipment and human resource requirements.
- Provides overview of all products/services under development, and their stage of development.
- Reviews and analyzes proposals submitted to determine if benefits derived and possible applications justify expenditures.
- Approves and submits proposals and budgets considered feasible to management for consideration and allocation of funds, or allocates funds from department budget; Reviews proposals and budgets of reporting departments.
- Develops and implements methods and procedures for monitoring projects, such as preparation of records of expenditures and findings, progress reports, and staff conferences, in order to inform senior management of current status of each project.
- Tracks industry trends, relevant legislation, and competitor activities.
- May serve as a member of unit's senior management team; Provides guidance and leadership to management including formulation or changes to policies under their purview.
- Establishes operational objectives and directs subordinates to achieve assignments by providing leadership, assigning tasks and checking work at appropriate intervals to determine status of assigned projects and ensure goals are met within organization goals of budget, time requirements and high level of quality.

- Generally supervises mid -level management and/or professional staff and may supervise administrative support staff, providing guidance to employees according to established policies and senior management guidance; Normally directs the activities of two or more major sections or departments through subordinate managers who exercise full supervision in terms of costs, methods and employees.
- Prepares reports.
- Identifies obstacles to achieving business goals and provides solutions or seeks out appropriate assistance; Determines allocation of resources and equipment.
- Ensures the working environment is clean, organized and safe for employees at all times; Understands and ensures staff complies with all safety and environmental policies and practices.
- Works to avoid erroneous decisions or failure to achieve results that may cause scrap, rework, use of excessive overtime, and/or delays in schedules.
- Interacts with subordinate supervisors, outside customers, and functional peer groups at various management levels. Interaction normally requires the ability to inspire and gain cooperation of others, to conduct or aid other in conducting presentations or to exchange information.
- Daily availability to include evenings and weekends when necessary to reach goals and deadlines.

Supervisory Responsibilities

This job provides leadership and management to functional area(s) which may include supervision of managers and supervisors and direct supervision of other exempt and non-exempt personnel. Carries out leadership responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include providing leadership to employees, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

Education and/or Experience: Bachelor's degree in technical discipline for production/quality and engineering/sales engineering related positions and in a related business discipline for administrative/sales/finance/supply chain related positions and 12 years' of directly related experience and/or training; or equivalent combination of education and experience. Master's degree highly preferred and may substitute for 2 years' experience. Position requires a minimum of 7 years' supervisory/management experience.

Other Skills and Abilities

- Basic Knowledge of ISO and/or AS9100
- Working knowledge of Lean Manufacturing/6 Sigma/Kaizen
- Knowledge of specific software (design, analysis, ERP...)

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Position Summary and Responsibilities

- Purchase raw materials required for production, i.e. all standard hardware to include standard screws, bolts, washers, inserts, retaining rings, cap plugs, shrink tubing, and solder sleeves. Responsible for the purchase of all o-rings – buna, silicone, flourosilicone.
- Purchase all Packaging and Janitorial supplies.
- Logs and places orders for all non-inventory purchases to include Tooling Repairs, Printer & Equipment Repairs, Computer Hardware and Software for all Departments. Small tools for Production and Engineering support.
- Places orders and maintains inventory for all Office Supplies to support all Departments. This includes Toner and Ink cartridges for all printers, printer paper, and batteries for the entire company.
- Create / Change PO's, expedite, create and update vendor entity and data log.
- Work with Engineering and Production and keep them informed on open purchase orders and delivery status for critical items.
- Request RMA, Review and clarify price and quantity discrepancies with Accounting, negotiate pricing and source new suppliers as needed.
- Scan, fax and copy as necessary
- Processes Debit Memos and Vendor Returns for both inventory and non-inventory materials.
- Follow-up on past due items, and critical items on the monthly expedite report.
- Responsible for meeting the goals set forth regarding cost savings contributions. Records all cost savings on the master cost savings matrix.
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- Additional Duties Include:
- Responsible for filing Purchase Orders.
- Filing Purchase Orders after receipt of acknowledgements.

Qualifications

- Bachelor's degree (B. A.) in Business or a related field preferred
- Minimum 5 year's experience in procurement and working in a manufacturing environment
- Excellent oral and written communication skills
- Solicit competitive bids to acquire best possible pricing and delivery
- Must have good computer skills, Excel, Word
- Experience in reading blueprints, working with BOM's and familiarity with an on-line MRP system
- Post PO Acknowledgements – follow-up PO's to acquire acknowledgements.