



Position Description

Operations Manager

About us:

Additive Assurance is a venture backed spin-out of Monash University, delivering quality assurance solutions to the metal additive manufacturing industry (3D printing). Additive Manufacturing is changing global manufacturing supply chains; however, it still faces a major hurdle in achieving wide scale adoption: *quality control*. Parts made by additive manufacturing are highly variable, with random defects that can cause parts to fail when in use.

This is where we come in. Additive Assurance is commercialising a novel hardware enabled service to locate and track defects that occur inside the process, providing the much-needed layer of quality assurance to the production technique. The unique solution places a sensor package on 3D printing machines from multiple vendors, connected to our cloud-based analysis platform to provide detailed insight into the manufacturing process in real-time.

Join us to in our mission to make additive manufacturing a staple of manufacturing globally, through built in quality assurance.

The role:

Additive Assurance is seeking a talented business operations manager to join our deep tech start-up. In the role you will be involved in all aspects of the business, from customer interaction and supply chain management, to development project management and product deployment. You will be working along side the senior management team to deliver on the execution plan, identify strategic opportunities, and implement systems to enable the business to grow into the next phase.

The new position is available as a part-time or full-time role. Where commencing in a part-time capacity it is expected the role will grow into a full-time capacity in the near future. The role will commence remotely and will transition to Additive Assurance's Clayton office when restrictions allow.

Responsibilities:

- Establish company policies, protocols, procedures as suits the requirements of the business to ensure optimal productivity, effectiveness, and compliance
- Have input into company strategy, provide feedback and develop tasks associated with the strategic plan
- Project management and keeping the team on task
- Managing the team and integrating new employees into the team
- Working with customers to understand their needs
- Working with the technical team to convert customer feedback into actionable product improvements
- Support corporate functions including accounting, payroll, procurement, legal and reporting and liaise with the company's secretarial, legal and accounting teams
- Support HR, recruitment, onboarding of new hires, and building the team culture.
- Support business development, including development of marketing strategies and collateral
- Build supplier and customer relationships
- Identify strategic opportunities and implement strategies to support business growth
- Communicating with stakeholders including the board and investors.

Benefits:

- Competitive remuneration package, plus opportunity for participation in employee share scheme
- Flexible working arrangements, including working remotely and flexible hours
- Working with an entrepreneurial team to make a tangible difference in a fast-growing industry

Requirements:

- Highly capable communicator and team builder
- Strong marketing and communications skills
- Willingness to learn and develop new skills as required
- Understanding of business financial management, including balance sheets and cashflow planning
- Understanding of basic contracts and legal documents
- Experience in negotiating and executing contracts and legal agreements
- Experience with HR functions, particularly recruitment and performance management
- Familiarity with software development methodologies

Desirables:

- Understanding of additive manufacturing and/or manufacturing workflows
- Previous experience in mechanical design
- Sound general knowledge of mechanical design, testing, electronics, and manufacturing
- Understanding of general programming principles
- Prior experience in a start-up environment

Qualifications:

- A Bachelor of Engineering or other technical undergraduate degree, preferable but not essential
- Master of Business Administration, preferable but not essential

To apply, please submit your CV with a letter of interest to careers@additiveassurance.com