



YES (Yield Engineering Systems, Inc.) is a leading manufacturer of reliable, high-tech, cost-effective capital equipment that transforms materials and surfaces at the nanoscale. From startups to the Fortune 50, our customers rely on YES to help them unleash products that change lives – from cellphones and IoT devices, to AI and virtual reality, to diagnostic tests for COVID.

As a preferred provider of wet and dry process technology, we look forward to talking with smart, energetic, team-oriented people who can grow with us. We provide competitive salary and benefits, and some of the best co-workers you'll find anywhere. If this appeals to you, please read on!

Job Title: Office Operations Manager

Location: Coimbatore, India

We are seeking an office operations manager to support our operations in India with a broad range of administrative tasks. This position will oversee all daily administrative and practical aspects of our growing company, to ensure our office runs smoothly, and will be a central contact point for a number of areas

Duties and Responsibilities

- General Shipping/Receiving
 - Receive incoming mail and packages and distribute within the company.
 - Troubleshoot problems with incoming/outgoing deliveries, as necessary.
- Purchasing/Purchase Orders
 - Assist with general purchasing and/or purchase order placement as necessary.
- Facilities
 - Maintain office area in clean, safe, and orderly fashion.
 - Work with the building owner and construction companies as necessary to coordinate any building repairs & maintenance, capital improvements, etc.
- Special Projects/Events/Errands
 - Support/coordinate any special projects that might arise (i.e. office expansion, external visit planning, conferences, etc.)
- Office Administration
 - Responsible for office furniture, janitorial services, ordering office supplies, greeting guests coming to the Company.
- Policies and Procedures
 - Create and administer Company policies and processes to enable the office to run effectively.
- HR-Related Tasks
 - Assist with administrative and other HR-related tasks, as required.
- Safety
 - Contact point for coordination of safety efforts across office, laboratory, and production in collaboration with the safety committee.
- Proofreading of reports, applications, etc.
- Other related duties as assigned or requested.

Qualifications and Requirements

- Bachelor's degree (BA/BS) in Administration or similar. One to two years of related experience and/or training preferred. May consider recent graduate.
- Excellent written and verbal communication skills in English.
- Excellent analytical skills, attention to detail, positive attitude.
- Service-minded and collaborative spirit, but able to work independently and get the job done.
- Experience in inventory, distribution, and operational procedures from a manufacturing environment (preferred).
- Experience working in a start-up environment (preferred).
- Proficiency in Excel (preferred).
- Some experience with light accounting (preferred).

Compensation

YES offers a stimulating and fun working environment, competitive salaries & benefits, and long-term incentives.

Additional Information

YES is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

Come find out why YES is such a great place to work. Apply today!