



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!**