

Job title: **Technical Product Administrator**  
Education Level: **National Diploma Engineering: Electronic (SAQA ID 62386 or equivalent)**  
Location: **Paarl, South Africa**  
Employment type: **Permanent**  
Years' experience: **2-5years relevant practical experience**

Are you a self-starter, detail oriented, able to plan your work and coordinate projects related to technically complex products and production processes from start to finish to ensure that documentation and procedures are followed? If so, this is the right opportunity.

**Job Description:**

You will be responsible to coordinate the actions required to change or enhance existing integrated circuit products, and related production, packaging and other processes. This will include the coordination of activities and communication to ensure the requirements of customers, Sales, Engineering, Testing, production environments, etc. are understood by all interest parties and that priorities and requirements are resolved to allow the completion of all planned tasks. You will assist in the preparation, completion and sign-off of documentation designed to support product development, production and the quality system. You will work on multiple products, projects and changes at the same time. The engineering team and managers will make decisions, approve plans, documentation, software, etc. The coordination function will ensure the plans are completed and that the effects are well managed and documented according to laid down procedures.

**Skills Required:**

- Ability to coordinate project and documentation activities that involves multiple teams and products at the same time.
- Systematic approach with well-organized methodology to manage high level of detail accurately and ensure completion of all related activities.
- Ability to communicate with project teams and suppliers located at various locations via email, skype, etc.
- Ability to manage, review and compile/format documentation and data effectively to ensure standards are followed.
- Good knowledge of Microsoft Office products and general computer skills to manage meetings, files, mails, documentation, software etc. in a networked environment.

**Advantageous skills:**

- Knowledge of electronic components esp. integrated circuits, the packaging it uses, e.g. TSOT23/6, and industry standards related to integrated circuit manufacturing and packaging, e.g. J-STD-033.
- Experience in the management of multiple product versions, e.g. electronic components, in production and warehouse environments.
- Management of the traceability of electronic components and product versions.
- Knowledge of ISO9001 quality management system.
- Knowledge of documentation systems, such as Knowledge Tree and Subversion.

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Closing date for applications: **30 Augustus 2019.**

Clearly state in the subject line the application is for the “**Technical Product Administrator**” position and attach a CV and relevant information to the application.

**About Azoteq**

Azoteq is a fabless semiconductor company founded by Dr. Frederick Bruwer in 1998. The company prides itself in innovation with more than 39 patents issued and filed on the IQ Switch® product range. The R&D headquarters are situated in Paarl, South Africa. Offices in Pretoria, Shenzhen, Shanghai, Hong Kong, Taipei, Singapore, Tokyo, Seoul, Munich and Texas support the marketing, sales and supply chain functions.

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