JOBS DESCRIPTION

POSITION: Project Coordinator

REPORTING: International Approvals Manager

LOCATION: Silicon Valley, Milpitas, California

CONTACT: HR@SIEMIC.COM

STATUS: Full Time

Responsibilities
- Research worldwide regulatory requirements and certification/homologation process for ITIE and RF devices
- Deliver regulatory updates for company newsletter and deliver seminars presentations
- Maintain internal compliance database
- Plan and coordinate certification/homologation projects
- Drive on-time certification project completion and lead conformance of product documentation
- Create, review and submit application packages
- Follow-up with international approval agencies
- Establish new and nurture existing working relationships with international approval agencies
- Manage client expectation with schedule updates and achieved target dates
- Guide clients on regulatory requirements
- Act as an advocate to resolve client’s compliance issues by fostering cross-group collaboration between SIEMIC internal resources, manufacturer and international approval agencies
- Support customer care officers and internal sales force

Requirements
- BA/BS in any major, preferably EE
- On-the-job training is provided, though preferably have experience in the international regulatory compliance industry
- Fluent in English, and prefer bilingual with additional language skills such as Korean, Japanese, or Chinese
- Great team player and be able to work with all levels, all business/department, all branches, of co-workers
- A self-starter with the ability to work and learn quickly in a high-energy, high-tech team environment
- Great communication skills and personality is the key to this position
- Positive and energetic phone skills, excellent listening skills, strong writing skills
- Must be detail oriented with excellent record keeping skills
- Computer skills - Microsoft Word/Excel/Power Point/Outlook, database, and Internet research skills

SIEMIC, headquartered in Silicon Valley – Milpitas, California, with additional facilities strategically located worldwide, is one of the leading third-party compliance testing and product certification facilities for global market access. This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. SIEMIC is prepared to offer a very attractive compensation package, including a competitive salary as well as health, 401(k), and vacation benefits.