



An innovative company with an entrepreneurial spirit, Armatec was established in London, Ontario, Canada in 1997. In the last 15 years Armatec has established itself as a significant player in the defence survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec is looking for a professional with passion, energy and initiative who wants to join our team. The successful candidate will have proven experience with a desire to think outside common boundaries and an appetite for growth. Key requirements for the individual looking to join our team of cultural high performers is a team player with excellent listening and inter-personal skills, the ability to empower your team and foster inter-departmental synergy.

Armatec prides itself on the highest standard of ethics and compliance to our values, our mission and vision; all key to the future innovation and growth of our company.

Do you have what it takes to provide guidance and mentorship in this fast moving and high tech environment?

Position Title: Business Operations Manager

Location: Dorchester, Ontario

General description:

Reporting to the CEO/President, you will be responsible for helping to achieve the company's sales turnover, on time delivery and profit targets. As part of the senior management team you will also be jointly responsible for contributing towards the achievement of the company's strategic and operational targets and overall business aims. The role carries direct managerial responsibility for the Business Development, Marketing, Sales, Program and Contract Management and After Sales Service areas.

Prerequisite Skills and Qualifications:

- University Degree or College Diploma in business, marketing or related field.
- Experience in the defense/military industry preferred.
- Minimum 5 year's experience in a Business Development Management position.
- Minimum 5 year's experience in Project Management, sales at a manufacturing and/or R&D facility, Contract Management, and After Sales Service
- Ability to create, and assess feasibility studies.
- Understanding of financial reports including budgetary guidelines and project expenditures.
- Knowledge of a foreign language an asset.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Possess excellent verbal and written communication skills for a demanding and customer focused working environment.

Essential Duties:

The duties associated with this position include, but are not limited to:

- Scouting: needs and requirements, strategic investments and political directions, funding lines, intelligence database and data mining, market overview (size and share)

- Competition: capability and capacity, market share, competitive positions and tactics, product benchmarking
- Shaping: requirements and solution alignment, Acquisition path and team members, Acquisition strategy, Marketing
- PO Processing: quote validation, enter sale order, negotiations
- Project/ Contract Management
- Schedule: customer need, ASC constraints, reporting, schedule management/progressing
- Post Contract Customer Support
- Audits, material log/database management, tagging and registration, DCMA, security requirement, loan agreements
- NDA processing, PIXA, teaming Agreements, TAA, Third party equipment loan agreements
- Recruitment & Employment
- Performance Management & Annual AppraisalsCustomer Service
- Maintain proactive, dynamic and effective communication with customers (internal and external) at all times Offer flexible and helpful customer service to maintain a high level of customer satisfaction and repeat business.
- Promote & maintain awareness and compliance of H&S in accordance with best practice and legal requirement.
- Monitor and manage Business Operations KPI's though the use of company Performance Metric systems
- Develop & implement operational improvements
- Developing a high performance workforce

Armatec offers a competitive compensation package with a comprehensive, flexible group benefits program.

Qualified candidates may apply to: hr@armateconline.com. Please include position title in e-mail subject line. We thank all who apply, but only applicants selected for an interview will be contacted.

Equal Employment Opportunity

Armatec is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.