

INNOPHASE is a rapidly growing, innovative wireless semiconductor startup with headquarters located in San Diego, CA. We are developing complete wireless solutions with significantly differentiated power dissipation, performance, and cost tradeoffs. Our innovative technology also dramatically improves wireless product flexibility and ease-of-use for product developers. The initial InnoPhase product is in development and we are planning our next generation product.

We are looking for an experienced IT Manager as part of our Global IT organization supporting the company's processes by making sure that the IT infrastructure and telecommunication systems stay up and running for staff in the US, Sweden and India. This role is an excellent opportunity for someone that enjoys a small and agile group where you can make a great impact.

This is a full-time position based in San Diego. In addition to benefits and perks below, Innophase offers relocation assistance!

Key Responsibilities

- Manage day-to-day internal IT needs, including but not limited to resolving IT help ticket issues, onboarding new hires, backing up important data, upgrading or migrating systems, regular system performance evaluation, security and antivirus audits, etc.
- Play a leading role in partnering with Business and Engineering group managers to develop solutions and determine business process improvement opportunities.
- Create or upgrade an IT platform that's scalable and reliable for a growing high-tech startup company, including but not limited to budgeting all the hardware and software needs/cost, setting up proper security protocols, installing the right equipment and software packages, and training staff.
- Work closely with HR administration group to define and maintain corporate IT policy, administrative regulations, and legal requirements that relate to technology usage, purchase of equipment, security of data, privacy, etc.
- Work with service vendors or equipment/product technical support to identify and solve problems of network hardware and software issues.
- Plan and conduct internal IT training program across different functional groups,
- Create and maintain internal IT website for FAQ's.
- Manage and allocate IT resource and budget on a regular basis,
- Manage junior internal IT support engineer or external IT consultant.

Desirable Skills

- Strong knowledge on using Python, JavaScript, shell script or other languages to create IT tools for better resource management such as online reporting tools and data analysis, etc.
- Broad experience using various industry software for office needs,
- Broad experience installing and configuring different hardware such as desktop and laptop PC's, firewalls, gateways, servers, etc.
- Able to create budgeting plans based on marketing competitive analysis and present to executive management.
- Able to run effective IT trainings in front of a group of audience from different technical or non-technical background.

Job Requirements

- BS or MS degree in computer science, focus on Information Technology.
- Minimum seven (7) years of experience working in IT operations, preferred semiconductor industry experience.
- Experience in System Administration (RHEL, CentOS, or SLES), as well as command of programming languages and system codes in Python and/or C.
- Familiarity of semiconductor EDA tools such as Cadence, Synopsis or other IC Design CAD packages is a plus.
- Preferred to have knowledge on semiconductor design and development EDA tools from Cadence, Synopsis and Mentor Graphics etc.; preferred to have CAD scripting experience with these EDA tools.
- Experience leading and managing IT projects and rolling out IT infrastructures across various technologies.
- Comprehensive understanding of network architecture and client/server technology
- Strong knowledge on Windows and Linux server administration; proven job tracking record or obtained certifications in the areas.
- Knowledge on key software and hardware vendors for anti-virus, VPN, collaborative workspaces, software revision control system, online project management tool, firewalls, servers etc.
- Excellent organization, communication and cross-functional influencing skills as a team player and motivational leader.

Benefits and Perks

- Competitive salary and stock options
- Learning and development opportunities
- Employer paid health benefits
- Paid vacation/holidays/sick/parental leave
- Flexibility to balance quality work and personal lives
- Annual holiday and summer events
- Free snacks and drinks

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