



Director of Engineering & New Product Development

Primary Purpose:

The Director of Engineering & Technology reports directly to the CEO of Allen Engineering and is a critical part of the Executive Leadership team at Allen. The main responsibility of the role is to direct and lead the daily and strategic engineering & quality initiatives for the company in support of our business goals. The Director will lead our Engineering & Quality team to meet or exceed these goals and support the technological and market growth opportunities.

Essential Duties and Responsibilities:

- Assume ownership of New Product Development (NPD) process. This process is cross-functional and will require project management experience and the ability to bring multiple departments together to execute the plans
- Support and manage all product documentation requirements
- Provide support to the organization as required.
- Provide input & support for capital planning process
- Attend professional conferences and achieve membership in AEM and other professional organizations
- Maintain an exceptionally high standard for quality and specification adherence. Assure quality processes meet customer quality requirements. Support manufacturing, sales and design engineering teams in product specifications and assure necessary tools and processes exist to drive compliance
- Develop overall Quality policy for the facility and utilize ISO standards to drive quality processes and improvements
- Support Allen's efforts around autonomous and diagnostic technologies in support of our growth and improved customer experience
- Show visible support of all health, safety, environmental and 5S programs
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Support all departments with cost savings and improvement opportunities as needed.

Qualifications:

- Engineering degree required, with 10+ years of Engineering Management a plus
- In-Design & Inventor software experience is a plus
- Ability to constructively work with all internal and external organizations.
- Excellent communication skills both verbal and written.
- Hands-on, team-oriented leadership style - Driver.
- Excellent analytical skills. Critical thinker.



- Energetic, Positive, Can-do attitude.
- Ability to manage multiple, complex tasks with excellent attention to detail.
- Strong planning, leadership, and administrative skills.
- Experience in an ERP environment (Syspro) and understanding of MS Office suite programs

Work Experience

- Manufacturing and Engineering management skills critical for position success

Work Environment

- Work performed in an office and manufacturing plant environment. Normal mobility to move around an office environment, able to conduct normal amount of work at a computer. Continuously walks and stands. Frequently performs fine finger movements, grips/grasps, push/pulls, bends/stoops, and lifts and carries parts up to forty (40) lbs.