



bioMASON® Inc.

Job Posting

Job: Director of Operations
Location: RTP, NC
Start Date: Effective Immediately, Full Time

bioMASON is a unique biotechnology start-up manufacturing company with a natural process that will revolutionize the building and construction industry. bioMASON employs microorganisms and chemical processes to manufacture biological cement-based masonry building materials in ambient temperatures.

bioMASON is dedicated to finding talented, multi-faceted, hard-working, and passionate people to join our innovative team. We are a young start-up seeking to make a massive impact on carbon emissions. bioMASON believes in a fast-paced, creative working environment that fosters collaboration and innovation unhindered by traditional boundaries.

The company appeals to self-directed, flexible teammates who embrace ambiguity, learn quickly, possess interpersonal skills, and seeks to test ideas through rapid iteration. An insatiable curiosity about biocement™, design sensibilities, and customer experience is required. Candidate should be comfortable working independently, without direct supervision. The work often requires more than 40 hours per week including occasional nights and weekends.

The Director of Operations will oversee the bioMASON facility and its production and manufacturing equipment to ensure policies and procedures are developed, implemented, and followed. The Director of Operations works with the team of Directors to improve processes and work practices to maximize stewardship, safety, quality, and productivity.

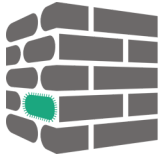
This position initially reports to both the CEO and CTO, and will ultimately report to the COO.

Minimum Qualifications:

- Bachelor's or Master's Degree in a related field
- Previous work in a manufacturing environment
- Experience in implementing and maintaining safety policies
- Management experience

Responsibilities, Tasks and Outcomes:

- Works within the company's director-management structure to achieve company objectives
- Oversees building and equipment maintenance programs
- Master Quality Plan implementation, documentation, and management
- Ensures conformance to quality standards and manages change control processes
- Regularly surveys building and operational conditions for compliance and continuous improvement
- Participates as a member of the Safety Committee
- Serves as primary contact for regulatory authorities related to operations and safety matters
- Maintains and develops safety training documents and records, as well as compliance and SDS documentation
- Coordinates with internal and external resources to satisfy project requirements and achieve project goals
- Performs other duties, as assigned by supervisor



bioMASON
building with nature

Required Skills and Interests:

- Six Sigma Certification
- Successful experience in managing and delegating multiple tasks
- Strong leadership qualities / experience
- Deep understanding of safe work practices and adherence to safety procedures
- Ability to work within a small team under tight deadlines
- Technical writing skills for the production of safety and operational documents

The Candidate Must Be:

- Highly organized and possess excellent attention to detail
- Creative, flexible, proactive, punctual, persistent
- A team player
- Able to self-manage
- Comfortable with a demanding, fast-paced work environment
- An excellent communicator

bioMASON Employees Must Possess:

- Professionalism
- Integrity and Honesty
- Passion and Motivation
- Analytical Skills
- Intelligence and Aptitude
- Productivity

Must have reliable transportation to the RTP/ Raleigh area.

Please send your resume and **fully completed application** to jobs@biomason.com with the heading "Director of Operations"

The bioMASON Career application may be found on bioMASON's website, under the "Career" tab

http://biomason.com/wp-content/uploads/2015/12/bioMASON_Application-1.pdf

bioMASON Inc. takes affirmative actions as an equal opportunity employer to attract, promote, and retain the most fully qualified candidates without regard to race, creed, religion, color, citizenship status, national origin, sex, age, sexual orientation, predisposing genetic characteristics, genetic information, marital status, status as a domestic violence victim, arrest record, disability, military status, disabled veteran, recently separated veteran, Armed Forces Service Medal veteran, other protected veteran or other characteristic as protected by law.

EOE M/F/D/V