

JOB VACANCY

September 2023



ABOUT VLC PHOTONICS

VLC Photonics was born in 2011 as a technological spin-off company from the Technical University of Valencia, and since October 2020 belongs to the Hitachi High-Tech Corporation group.

The company now focuses its solutions on the photonic integration technology. It is a world pioneer in the design house business model, providing all kind of services related to this technology: engineering consultancy, optical chip design, chip testing, and brokerage for manufacturing and packaging subcontracting.

JUNIOR PROJECT COORDINATOR

VLC Photonics is a young and very dynamic company, now searching for a new member to be added to its growing team.

REQUIRED BACKGROUND/EDUCATION

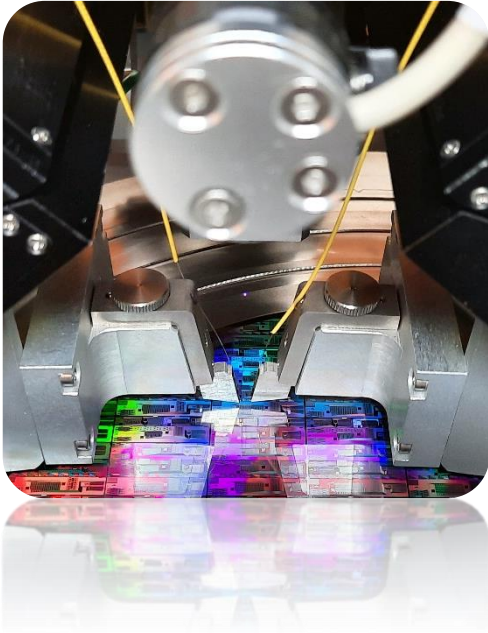
PMP/Agile or any similar project management certification.

Engineering education or similar.

REQUIRED SKILLS

- **>1 year of industrial project coordination experience in a team. R&D project coordination experience will also be considered.**
- Experience on breaking down project tasks to manageable activities and writing down validation criteria for them.
- Construction of Knowledge databases and capturing relevant information.
- High level of English and Spanish languages.





GROSS ANNUAL SALARY

Depends on candidate's adequacy

OTHER BENEFITS

- Access to UPV campus facilities (sports complex, library, parking, medical center, etc.)
- Close access to public transport (tram, train, rental bikes)
- Very flexible worktime schedule.

LOCATION

VLC Photonics offices, Valencia, Spain ([map](#))

STARTING DATE

October 2023, potentially earlier.

VLC Photonics offers a stimulating and varied work environment in a young but growing high-tech business start-up, located at an attractive international city in the Mediterranean coast (300 sunny days a year). Cost per living in Valencia is very affordable compared to other Spanish or European large cities ([check](#)). Additionally, VLC Photonics offers continuous education and training in all technical activities and provides free or low-cost access to certified courses in many areas through the Permanent Training Center (CFP) of the UPV.

VALUABLE SKILLS

- Good understanding of PDCA cycle.
- Knowledge of Agile methodologies.
- Experience in public funded R&D project coordination.
- Building and defining business internal projects.
- Background in telecommunications, semiconductors, optics, photonics or electronics.

POSITION RELATED TASKS

- Coordinating 1-6 small projects in parallel.
- Reporting to Operations manager each project status weekly.
- Supporting sales department to build project plan at quotation stage.
- Update ERP system (based in Odoo) with new projects and relevant information.
- Project coordination: from writing project brief support to capturing lessons learned.
- Responsibility of on-time and on-scope delivery.
- Liaison with stakeholders to identify and define requirements, scope and objectives.
- Analyse risks and opportunities.

Interested candidates please forward the CV and presentation letter at careers@vlcphotonics.com for evaluation, indicating in the subject "**JUNIOR PROJECT COORDINATOR**".