



# Test Department Administrator

## **Summary:**

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2020, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking a Test Department Administrator to join our expanding team. The successful candidate will be responsible for generating and tracking data as product moves through various cycles of test and quality. The individual will work closely with colleagues to ensure that data accompanying daily hardware shipments is generated on time and is accurate.

## **Responsibilities:**

- Assist in moving product from test and final inspection to shipping.
- Coordinate data packs to ensure a smooth flow of hardware through test.
- Support the delivery of customer data requirements.
- Ensure that all test data has been reviewed, signed off and is in order prior to shipping.
- Oversee ordering hardware required for tests being performed, per test procedures.
- Assist in gathering and preparing for shipment test equipment required for off-site testing.
- Work with the Test Planner to develop test schedules that can be used for both internal tracking and reporting to the customer.

## **Knowledge & Skills:**

- Excellent computer skills, proficient in Excel, Word, PowerPoint, and Project
- Independent, self-starter with the ability to multi-task
- Possess excellent written and verbal communication skills and positive attitude



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- Work closely with other's within your department to understand requirements and meet customer expectations
- Collaborate with other departments to meet customer expectations
- Complete tasks on schedule and to expectations
- Address unforeseen issues in order to maintain project timeline

## **Qualifications:**

- Minimum High School Diploma, higher education a plus
- U.S. citizenship required, with ability to possess a security clearance

## **Why should you join Haigh-Farr?**

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match
- Competitive salary, commensurate with experience and capabilities
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Health Insurance Plan