



### **Company Information:**

Clearfield, Inc. designs, manufactures and distributes fiber optic management products, helping service providers reduce the high costs associated with deploying, managing, protecting and scaling a fiber optic network to deliver the mobile, residential and business services customers want. Based on the patented Clearview® Cassette, our unique single-architected, modular fiber management platform is designed to lower the cost of broadband deployment and maintenance while enabling our customers to scale their operations as their subscriber revenues increase.

Clearfield provides a robust total compensation package including base salary plus annual incentive bonus, comprehensive medical, dental and vision insurance, company paid life insurance, short-term and long-term disability insurance, 401(k) Safe Harbor plan with up to 4.5% match on first 6% of employee contribution, and Employee Stock Participation Plan providing employees discount purchase in Clearfield stock (NASDAQ: CLFD).\*\*

Innovation is a cornerstone of Clearfield, Inc.'s work environment. As part of our team, you'll work in a collaborative, customer-focused culture where your voice is heard, your contribution is rewarded and you can see every day the impact of your work. Join Clearfield, and show us your talent!

**Position Title:** New Product Introduction (NPI) Project Manager, Operations

**Position Objective:** Supports Chief Operating Officer with oversight of projects for product design and certification, product transfer initiatives, and vendor qualifications.

### **Position Responsibilities:**

1. Works cross-functionally with Product Management, Engineering, Sales and Manufacturing to drive and provide oversight of projects including but not limited to:
  - a. Product Management in capturing design inputs for use in New Product Review Functional Requirements documents.
  - b. Drives project plan development, checklists and timelines based on resource availability and cross-functional management requirements.
  - c. Collaborates with Engineering Management and Product Management on individual project budgets.
  - d. Communicate tasks and requirements within departments, regularly document progress and results, and communicate progress to management.
  - e. Manages and resolves project issues by documenting, collaborating, tracking, and performing timely follow up to help ensure swift resolution.
  - f. Maintains action register(s) for projects from inception to completion to ensure all milestones are met.
  - g. Drives projects to product release and Product Line Manager hand off.
2. Support vendor qualification requirements including suppliers of raw materials, components, ingredients packaging and labels:
  - a. Complete Certificates of Analysis (COA) that include specifications on identity, critical characteristics, testing methods and results of testing;
  - b. Test results that confirm the accuracy of the certificate of analysis;
  - c. Schedule for re-qualifying vendors at periodic intervals;
  - d. Schedule for reviewing specifications, standard operating procedures and lab controls;
  - e. Schedule for reviewing vendor documentation.

3. Work with Engineering, Product Management, and identified outside agencies (laboratories, supply-chain partners, registrars, etc.) to support new product review and new product transfer initiatives:
  - a. Review, synthesize and coordinate external and internal task requirements and assignments, and determine project plans, checklists and timelines based on these requirements and resource availability.
  - b. Oversee and coordinate budgets for internal and external costs.
  - c. Communicate tasks and requirements to internal and external parties, regularly document progress and results, and communicate progress to management.
  - d. Identify and communicate process improvement opportunities and/or investments in equipment or services that reduce project times and costs.
4. Foster a sense of urgency and spirit of cooperation that fulfills Clearfield company values.

**Competency Assessment:**

- Incumbent demonstrates analytical and problem solving skills by being able to articulate complex concepts to a broad range of internal and external audiences.
- Incumbent displays collaborative performance as evidenced by positive engagement with stakeholders to achieve successful business results.
- Displays strong product and process knowledge as demonstrated through ability to analyze problems and recommend appropriate resolutions.
- Displays strong collaboration skills through positive, cross-functional interaction throughout company that results in successful project completions.
- Competency analysis will be documented on employee's performance reviews.

**Position Requirements:**

- BS/BA in Business Management, Mechanical Engineering, Industrial Engineering or other degree with emphasis on Project Management coursework.
- Working knowledge of Fiber Optic technology and telecommunication industry products preferred. Extensive and proven experience in Project Management for small to medium sized companies.
- Proven experience in Project Management or Product Management. PMP certification preferred.
- Proficiency in MSOffice products (Word, Excel, PowerPoint, and MS Project) a must.
- Competency analysis will be documented on employee's performance reviews.