Navitas Semiconductor, Inc.

**Job Description:**

**Title:** Director of IT  
**In Office ☐/Remote: ☐/Hybrid ☒  
Exempt ☒/ Non-exempt ☐**

**Based:** Torrance, CA

**Job Purpose:**

Navitas Semiconductor (Nasdaq: NVTS) is a high-growth, publicly traded technology company seeking a Director of IT. The ideal candidate will be self-motivated, energetic, tech-savvy, collaborative, and understands the dynamics of a fast-growing company.

The IT Director/Head of IT is leading Navitas’ global IT department managing all aspects of IT in connection with infrastructure, security, hard and software infrastructure from a strategic as well as operational point of view. The ideal candidate will have a proven track record in the following key areas: Organizational leadership, System Design & Implementation, Security and Compliance, Designing and Exceeding KPI Metrics, and Managing and Sustaining IT Infrastructure.

**Key Responsibilities and Duties:**

- **Organizational leadership:**
  - Identifies, recruits, leads and motivates a team, internal or through external contractors, to execute the company’s IT systems plans and achieving metrics

- **System Design & Implementation:**
  - Employs strategic & critical thinking, assessing organizational needs
  - Designs high-level systems architecture / solutions and successfully implementing those solutions (ie, system design and system implementation).
  - Leads development and implementation processes for the organizations IT systems and department
  - Coordinates multisite IT systems via enterprise resource planning (ERP)
  - Identifies, evaluates, and recommends hardware and software solutions to meet the needs of the organization.

- **Security and Compliance**
  - Oversees security of systems, networks, and enterprise information.
  - Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss
  - Trains staff’s awareness for phishing risks, responsible for updated disaster recovery
  - Manages and adheres to tier 1 customer’s IT compliance requirements
  - Spearheads IT audits

- **Designing and exceeding KPI metrics**
  - Defines key metrics/KPIs to drive success and continuous improvement, setting and meeting/exceeding those metric-based goals
  - Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
  - Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure.

- **Managing and sustaining IT infrastructure**
  - Manages the company’s hardware, laptops, workplace equipment, printers etc. including some servers for all company footprints. negotiates and administers maintenance and purchase contracts for Hardware and Software
  - Manages relationships with external service providers, i.e., server hosts, ERP and BI programmers, software partners etc.
  - Performs other duties as assigned
KSAOs:
- Advanced knowledge of IT and practical applications to support organizational goals
- Proficient in latest technology for IT systems and management
- Excellent analytical and management skills
- Strong working knowledge of all Microsoft Office applications
- Strong organizational skills with excellent attention to detail
- Excellent communications, both verbal and written, and presentation skills
- Ability to learn quickly, require minimal guidance and possess a desire to proactively offer and implement ideas
- Demonstrated ability to manage a myriad of demands and prioritize effectively
- Excellent written and verbal communication skills
- Maintains accountability for actions (ownership of work)
- Extremely reliable and self-motivated with the ability to champion tasks

Requirements:
Basic:
- Bachelor/4-year degree in IT or Computer Science
- 8+ years of IT experience
- 2+ years’ global experience managing and deploying technical assets
- Experience with latest macOS and hardware
- Ability to lift up to 15 lbs.

Preferred:
- Masters/6-year degree in IT or Computer Science
- 8+ years of IT leadership experience
- 5+ year’ global experience managing and deploying technical assets
- Microsoft 365 Administration, Power BI & Active Directory
- Administration experience with Google Workspace (formerly GSuite)
- Worked with AWS or other public cloud offerings (GCP, Azure, etc.)
- Experience with Service Management software

Position Qualifies for the Following Compensation
Base Salary: $170,000 - $220,500
Equity Compensation (RSUs)
Personal Performance Bonus
Company Performance Bonus