



## Navitas Semiconductor, Inc.

### Job Description:

**Title:** Director of IT

In Office ☐ / Remote: ☐ / Hybrid ☒

Exempt ☒ / Non-exempt ☐

Based: Torrance, CA

### Job Purpose:

Navitas Semiconductor (Nasdaq: NVTX) 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