ARRADIANCE

Chief of Staff

Target Fill Date: Immediately

About Arradiance LLC

Founded in 2003, Arradiance combines unique talents in material science, charged particle physics, equipment design, modeling, simulation, vacuum technology, and metrology providing world class application of Atomic Layer Deposition (ALD) and Plasma Enhanced ALD (PEALD) equipment and foundry services.

Primary Objective:

We are seeking a strategic and highly organized Chief of Staff to serve as the right hand to our CEO. In this role, you will act as a sounding board for new ideas, manage critical cross-functional projects, and streamline internal operations to maximize executive impact. You will bridge the gap between the leadership team and the rest of the organization, ensuring alignment on key strategic goals.

Key Responsibilities:

- **Strategic Advisory**: Act as a trusted advisor to the [CEO/Executive], providing data-driven insights and helping prioritize decisions.
- **Project Leadership**: Oversee high-impact initiatives from development through successful execution, ensuring they align with organizational objectives.
- **Operational Rhythm**: Streamline internal processes and run leadership meetings to ensure efficient information flow and accountability.
- **Stakeholder Liaison**: Serve as the primary point of contact for internal and external stakeholders, representing the executive in meetings and correspondence when necessary.
- **Culture & Communication**: Facilitate cross-departmental collaboration and ensure consistent messaging regarding company strategy and changes.

Qualifications & Skills

- **Experience**: 10-15+ years of professional experience in business management, consulting, or a high-impact leadership role in a high technology market.
- **Education:** Bachelor's degree in hard science (Chemistry or Electrical), and an MBA or advanced degree strongly preferred.
- **Strategic Thinking:** Ability to see the "big picture" while maintaining an intense focus on the details of execution.
- **Communication:** Exceptional written and verbal communication skills, and critical reading and comprehension of technical writing.
- **Emotional Intelligence**: High degree of discretion, diplomacy, and the ability to influence others without direct authority.
- **Technical Proficiency:** Expert use of Microsoft 365 and project management

Location & Travel:

- The position is based in Littleton, MA
- Travel may be required

We offer:

- A fun and dynamic work environment with a multidisciplined and multicultural team
- Exposure to diverse technologies that are changing and will continue to change our world

Arradiance is an equal opportunity employer offering competitive compensation and a generous benefits package. If you want your successes to be recognized and be a key contributor, please send us your resume and join our team
Learn more about **Arradiance** at http://www.arradiance.com/