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**Position** : **Technology Manager -Metallurgy**  
**Department** : **Operations Management**  
**Division** : **Rare Metals**  
**Sector** : **Metallurgy/Chemical/Materials Technology**  
**Location** : **Peterborough, ON K9J 6X7**

#### **Company Profile:**

Neo Performance Materials (Peterborough), ULC, is a subsidiary company to Neo Performance Materials, and part of Neo's Rare Metals Division. Neo Rare Metals is a global leader in recycling and purifying electronic metals, including gallium and indium, as well as, the production of related compounds and engineered materials. Our products are used in a variety of applications from wireless technologies, LED lighting, solar power technologies, among others. For more information, please visit our website at [www.neomaterials.com](http://www.neomaterials.com). Our core values include hard work, focus on team, delivering quality to our customers, as well as, safety and environmental sustainability. We are looking for candidates that exemplify these values.

Neo Rare Metals has an immediate need for a Technology Manager - Metallurgy at the Peterborough, Ontario location. This position reports to the Director of Strategic Development & Technology.

#### **GENERAL ACCOUNTABILITIES**

Reporting to the Director of Strategic Development & Technology, this position is responsible for 1.) duties as HR and Program Manager to the laboratory technicians, scientists and engineers and 2.) successful delivery of technology, projects, research and development, and engineering activities within the company, The Technology Manager must implement and/or oversee the following:

- Your primary responsibility is the HR/people management of the Technology/Projects team.
  - Responsible for day-to-day operation of the R&D/Technology Group and Analytical Laboratory (combined 6-8 employees).
  - Delegate project tasks based on employee strengths, skill sets and experience level
  - Troubleshoot any performance related deficiencies as they become apparent.
  - Use and continually develop leadership skills
- A secondary responsibility is managing the Technology Program, as assigned and approved by the Director, and practicing project management tools such as Stage Gate or Six Sigma Tools.
  - Manage the project portfolio for the development of process flow sheets for the recovery of high-value metal products from the numerous and varying types of feed materials. This is the administrative and logistical management of the Technology/R&D program following a management methodology
  - Track project performance, specifically to analyze successful completion of short and long term goals. Schedule, lead and participate in both project management and technical discussions with stakeholders. Prepare agendas, schedules, reports, and minutes for project meetings.
  - Perform and update techno-economic analysis for project opportunities as assigned by the Director, and understand and communicate the expected business impacts of R&D/Technology activities.
  - Work proactively in identifying and correcting science and engineering-related problems through project management review processes
  - Develop comprehensive project plans to be shared with all stakeholders

- A tertiary responsibility is managing your own individual projects in the field of science and engineering as it applies to our business.
  - Develop/pitch new project ideas to the Director, in the areas of new product development, process improvement, and operational excellence, and justify new work with supporting techno-economic analysis.
  - Design, direct, and supervise experimental test work.
  - Assist with technology transfer.
  - Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Perform additional assignments and responsibilities as assumed or requested by senior management team.
  - Responsibility for environment, health and safety compliance of the team
  - Responsibility for regulatory compliance of the project work conducted by the team
  - Responsibility for standardization (SOP's, reporting and/or presentations) of work practices

### **SPECIFIC ACCOUNTABILITIES:**

- Establishing, developing and championing a world-class technology environment within the North American Rare Metals division of Neo, i.e., project managing the technology program and its people.
  - Designing laboratory and plant scale test work, reviewing analytical results, documenting the work. Not only your own projects, but mostly quality control of the projects done by engineers/scientists.
  - Directing scientists, engineers, laboratory technicians and plant operators in laboratory and plant scale test work, while ensuring that health and safety protocols are followed.
  - Facilitating the use of outside analytical facilities when required due to specific equipment requirements or a large workload scheduled for the in-house analytical equipment and/or laboratory technicians.
- Gaining access to the in-house technical resources and contractors to facilitate all projects as needed.
  - Helping with the technology transfer and with the commissioning and start-up of new plant processes as well as improvements to existing plant processes.
- Ensure health and safety concerns/issues are both communicated and promptly addressed.
- Preparing standard operating procedures (SOPs) and provide training for the process operators for the newly installed and commissioned plant processes.
- Make recommendations on process designs, capital expenditures, staff hiring, and operating procedures.

### **DECISION MAKING REQUIREMENTS:**

- Plan research and development activities (The Program) as assigned by Director Strategic Development & Technology.
- Prioritize, schedule, and coordinate research and development projects.
- Review and critique technical works.
- Select process equipment and supplies.

### **INTERACTION WITH OTHERS:**

- Close rapport with Director of Strategic Development and Technology to align priorities and address issues on a continuous basis.
- Close rapport with laboratory technicians during both directing and reviewing of technical laboratory test work.

- Close rapport with production management and process operators during plant trials, process training, and as an ongoing technical resource. This is the logistical, EH&S and administrative coordination of conducting production plant trials
- Close rapport with scientists and engineers during design, review, and evaluation of laboratory procedures and results; and during the development of process flow sheets.
  - Quarterly (minimum) or monthly (maximum) review of the implementation progress of the Technology Program with the Director and his supervisor usually in a Sales meeting format.
  - The scientists and engineers reporting to you are the technical specialists, whereas the candidate is more a generalist with focus on interpersonal skills ability. It is essential that the candidate has strong technical skills in the field of extractive metallurgy and engineering, since leading/motivating smart technical people requires you to speak their language.
- For large research and development projects, good working rapport with advisory/review design groups consisting of both internal and external experts in various required technical disciplines.
- Professional working rapport with outside consultants and EPCM firms on larger scale capital projects, as assigned by Director Strategic Development & Technology.
- Professional relationship with chemical and equipment suppliers.
- Professional relationships with outside (civil, electrical, and mechanical) contractors.

#### **EDUCATIONAL BACKGROUND & EXPERIENCE REQUIRED:**

Previous experience with people management and project management in an innovation/technology environment is the focal point. Prior management experience in a chemical/extractive metallurgy processing environment focused on high-value metals is desired. Experience with flowsheet development and implementation is required whereas a strong working knowledge of metal recovery from complex feeds via technologies such as hydrometallurgy (leaching, solvent extraction, ion exchange or electrowinning) and pyrometallurgy (calcination, smelting, converting/oxidation, reduction) is considered a key ingredient, which will be reflected in the compensation package.

Educational requirements include:

- A degree in chemical or metallurgical engineering (B.Sc., M.Sc. or Ph.D. level).
  - A solid understanding of the fundamentals of chemical engineering and extractive metallurgy.
- Licensed Professional Engineer designation or eligibility for same, an advantage.

Experience requirements include:

- People and project management experience in an industrial/commercial environment.
  - At minimum 10 or more years of experience.
  - Neo accepts production/operations management experience in a metallurgical business. Thus, Neo is not strictly focused on a strong affinity for technology development.
  - Ability to develop effective interpersonal relationships with all levels of administrative, technical and commercial/financial staff
  - Good analytical, verbal and written communication, and management skills.
  - A self-motivating and pro-active approach to create a positive attitude in an ever-changing environment
- A current understanding of the company's business objectives along with client contract terms and conditions.

Additional Eligibility requirements:

- Post offer physical and drug screen

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position.*

If you are interested and qualified, send your cover letter and resume/CV to the Human Resources Manager ([hr@neomaterials.com](mailto:hr@neomaterials.com)).

Neo Performance Materials offers accommodation for applicants with disabilities in its recruitment process. If you require accommodation during the selection process or an accessible version of a document/publication, please contact the Human Resources Manager ([hr@neomaterials.com](mailto:hr@neomaterials.com)).