

EMPLOYMENT OPPORTUNITY

JOB OPENING:

Product Operations Specialist (Data & Systems)

JOB DUTIES:

- Configure and maintain system workflows, business rules, data validation logic, and access controls.
- Evaluate platform performance and implement system-level optimizations to improve reliability, efficiency, and scalability.
- Establish operational controls to ensure data integrity and production stability.
- Serve as the primary point of contact for operational configuration and governance
- Own day-to-day operational performance of internal enterprise applications
- Approve functional specifications for system enhancements, configuration updates, and API integrations
- Direct release readiness planning, including deployment logistics and coordination across engineering and QA teams.
- Approve implementation validation prior to production deployment
- Define system change requirements aligned with operational and business objectives.
- Ensure proper documentation of configuration updates and version controls.
- Analyze process-level data sets to identify trends, workflow issues, and performance opportunities.
- Support creation of operational dashboards and performance tracking metrics.
- Perform cross-system data reconciliation and develop data hygiene protocols
- Lead operational workshops involving engineering, QA, product, and business stakeholders
- Direct cross-functional coordination during release cycles and production support initiatives
- Develop and deliver operational communications, including release notes, process documentation, and user training materials
- Resolve system-level operational issues through structured coordination and root-cause evaluation
- Establish and maintain governance documentation covering configurations, operational procedures, and release history
- Monitor KPIs and enforce service-level agreement (SLA) adherence
- Conduct internal compliance reviews and support audit preparation activities
- Define operational risk mitigation controls and ensure adherence to established governance frameworks

****TRAVEL AND/OR RELOCATE TO UNANTICIPATED WORK LOCATIONS
THROUGHOUT THE UNITED STATES WITH EXPENSES PAID BY EMPLOYER. MAY
TELECOMMUTE****

JOB LOCATION: Satwic Inc
177 E Colorado Blvd Suite 200 Pasadena, California 91105
(unanticipated location through the US)

REQUIREMENTS: Bachelor's degree or foreign equivalent in Engineering, Computer Science, or related field of study plus 2 years of experience. Experience as Product Operations Specialist or related occupation.

ALTERNATE REQUIREMENTS:
4 years of experience as Business Analyst or related occupation as acceptable alternate to the education plus experience requirement for the offered position of Product Operations Specialist (Data & Systems)

ADDITIONAL REQUIREMENTS:
Experience working with workflow automation or system configuration tools, and Experience analyzing operational or system-generated datasets

SALARY: \$141,211 to \$152,250 per year: 40 hours per week: 9 a.m. to 6p.m.

Satwic offers the following benefits to employees:

- a) Health Insurance;
- b) Dental Insurance
- c) Vision Insurance and
- d) Paid time off for accrued days.

* This posting includes a good faith range of the salary Satwic would reasonably expect to pay the selected candidate. The range provided reflects base salary only. Individual compensation offers within the range are based on a variety of factors, including, but not limited to geographic location, experience, credentials, education, and training.

CONTACT PERSON: Sanjeev Sehgal
Sr. VP Sales
177 E Colorado Blvd Suite 200 Pasadena, CA 91105
Tel: (818)230-2181
Email: resume@satwic.com
Apply at [Http://www.satwic.com/career](http://www.satwic.com/career)

This notice is being posted for an application for Permanent Employment Certification. Any person may provide documentary evidence bearing on this application to:

Certifying Officer, U.S. Department of Labor, Employment and Training Administration
Office of Foreign Labor Certification
200 Constitution Avenue NW, Room N-5311
Washington, DC 20210

This Notice was posted clearly in an unobstructed location for at least (10) consecutive business days, in a conspicuous location in the workplace, where the U.S. workers can readily read the posted notice, including but not limited to locations in the immediate vicinity of the wage and hour notices.

Date Posted: _____ *Remove:* _____

Place Posted: Main Satwic Office Suite 2026, 177 E Colorado Blvd Suite 200 Pasadena, CA 91105

Results of Posting: _____

Signed: _____, Sanjeev Sehgal, Sr VP Sales