



JOB DESCRIPTION

Position Title: Operations Manager

Department: Senior Leadership

Reports To: President/CEO

Reports: Production Manager
Production Planner

Basic Function/Job Summary:

The Operations Manager is a member of the Senior Leadership Team and is primarily responsible for the systematic direction of processes involved in the production and delivery of products to its customers.

More specifically the Operations Manager coordinates all the individual processes throughout the complete chain of activities to manufacture and deliver product to the customer with appropriate depth of understanding of how these processes impact the costs associated with operating a business.

This position plays a key role in providing the bridge between strategic thinking and planning for the organization and the execution of activities operationally that deliver the required results for both the customer and the company.

Responsibilities/Scope:

- Providing leadership in all manufacturing activities including but not limited to planning, scheduling, execution and delivery of the highest quality products at the lowest possible cost
- Participate as an active contributor to the company's Senior Leadership Team
- Develop and mentor direct reports to ensure high performance, competence and behavior consistent with the company's values and culture
- Lead and participate in continuous improvement initiatives within manufacturing as well as other areas of the company
- Serves as a bridge between shop floor and Senior Leadership Team while upholding the Strategic Objectives of the organization

JOB SPECIFICATION INFORMATION:

- Coordinates and directs activities throughout the entire manufacturing process
- Coordinates and manages resources including people, material, and capital to meet future and current customer requirements
- Must analyze and evaluate risks throughout organizational processes with appropriate contingency planning to mitigate risks
- Ability to manage multiple product lines-requires perfect synchronization between the various production units, real-time capacity planning and ability to change schedules as required to meet the production plan
- Manages continuous improvement with tools and techniques of Lean Manufacturing and Six Sigma
- Possesses knowledge of ERP or like system particularly planning & scheduling and cost analyses
- Practices strategic alignment, is action-driven and results-based
- Ensures accountability of results by leading and managing a multi-cultural workforce respectfully
- Responsible for organizational development by building, developing, leading and managing a dedicated and competent staff
- Represents the company locally, statewide and nationally with the highest level of professionalism
- Is knowledgeable and competent in managing budgetary, financial and inventory matters
- Provides customer-focused leadership across all functions
- Practices exceptional communication skills with the ability to interact internally and externally

Physical Requirements:

- Regularly required to talk and hear
- Stand and or sit for long periods of time
- Use of hand and arms to reach, feel or handle
- Sit, Stoop, Kneel and Crouch
- Frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.
- Vision abilities required include-near vision, distant vision, color vision, peripheral vision, depth perception and ability to focus. Must meet Snellan 14/18 (20/30) bilateral vision with or without corrective lenses. Must be able to adequately distinguish differentiating colors used in a process

Education Required:

Minimum: Bachelors degree in manufacturing, business or related field

Preferred: Masters in business or related field

Experience And /Or Capability Required:

Minimum: 7 years experience in Manufacturing Management. Working knowledge in Lean Mfg, Six Sigma, and ISO9001 Quality Management Systems

Preferred: 10 years experience in Manufacturing Management with Strategic Planning

Contacts with Others: Regular interaction with individual in all levels of the organization. Casual interaction with government representatives, commercial customers and suppliers.

Responsibility for Confidential Data/Confidentiality: The highest degree of confidentiality must be maintained.