



## CAREER OPPORTUNITY ANNOUNCEMENT

***Resumes are now being accepted from qualified employees for the following position:***

JOB TITLE	ORGANIZATION
Operations Manager	Operations/Manufacturing

This role is a great opportunity for a strong professional looking to shape and drive the manufacturing needs of a high tech company. Our culture is built on excellence, teamwork and winning. The position will report directly to the President of the company and functions as a member of the company's Leadership Team. This Operations Manager plays a vital role in the development of company objectives and policies and the achievement of business goals.

Successful candidate will be responsible for the operations management, supervision and control of all manufacturing processes.

### **Key Responsibilities and Priorities:**

- Accountable for setting manufacturing direction and strategy that meets productivity, schedule, efficiency and quality goals and objectives.
- Provides “**hands-on**” leadership to operations team while driving change initiatives
- Planning and prioritize production schedules for technicians and assemblers.
- Ensure that manufacturing personnel consistently meet or exceed deadlines while maintaining a high standard of quality.
- Oversee recruiting and temporary placement efforts to ensure staffing levels meet requirements.
- Forecast manpower needs, manage absorption and capacity requirements
- Responsible for all aspects of operations budget and facility planning
- Manage the production schedule to ensure on-time delivery.
- Ensure preventative maintenance policies for facility equipment i.e. compressors, vacuum pumps, are adhered to and that unscheduled repairs take place in a timely and cost-efficient manner.

- Carries out all supervisory responsibilities in accordance with company's policies and applicable laws to include conducting interviews, hiring, training, planning, assigning and directing work, appraising performance, issuing incentive and disciplinary action, and addressing and resolving problems.
- Build strong working relationship with internal stakeholders including, Program Management, Engineering, R&D and Applications teams.
- Participate in review and support of new product designs for manufacturability.
- Support Production Launch of new products that include development and qualification of supply chain and the ability to assemble and produce quality product on time.
- Responsible for managing the Manufacturing Engineering team, Quality Control and Materials and Inventory.
- Direct reports include Materials Manager, Stockroom Supervisor, Quality Control Engineer and Manufacturing Engineers.
- Develop, facilitate training for, and enforce production policies and procedures.
- Ensure all employees follow industry standard health and safety guidelines
- Provide motivation, support and guidance to all employees.
- Be able to communicate any problems or obstacles to Leadership Team in a timely manner.
- Maintains professional and technical knowledge by attending professional workshops, reviewing professional publications, establish networks and participate in professional organizations and societies.

#### **Knowledge, Skills, and Abilities Required:**

- Strong leadership skills and the ability to build relationships and resolve conflicts
- Strong knowledge of Manufacturing Processes
- Ability to coach and mentor employees on a one-on-one basis as well as in a group
- Good interpersonal skills and communication skills
- Good reasoning and problem solving skills
- Technical and project management skills a must
- Strong organizational skills and excellent communication skills both written and verbal
- A demonstrated commitment to professionalism and ethical standards
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to understand and familiar with assembly documentation, assembly drawings, testing procedures, quality measurements and methods.
- Good understanding of statistics: mean, standard deviation, Cp and Cpk calculations.
- Ability to write reports, business correspondence, and procedure manuals
- Strong attention to detail

- Knowledge and experience with best practices used to improve operational effectiveness such as Value Stream Mapping, 5S, Visual Management and A3 Problem Solving.

**Experience & Education Required:**

- 8+ years of experience in manufacturing operations
- At least 2 years in a supervisory role
- Bachelors of Science in Operations Management or an Engineering discipline preferred
- Previous experience working with an ERP system for manufacturing

*Interested candidates: Please forward your resume to Human Resources.*

*Referred candidates: Please forward the candidate's resume to Human Resources along with Employee Referral Form.*