



1639 Old Dixie Highway
P.O. Box 2806
Vero Beach, FL 32961-2806
Phone 772.567.3423
Fax 772.567.3432

Job Description - Operations Manager

Compensation: TBD BOE – full benefits package offered

A local manufacturing company, builder of aluminum products for over 40 years, is seeking an Operations Manager who will report to the Vice President of Operations and be responsible for assistance in direction, strategy, and planning and execution for the company's manufacturing operations.

The ideal candidate will play a key role to help direct all aspects of manufacturing operations for the company in order to produce cost-effective, timely and high quality products in a safe, secure and sanitary working environment.

Responsibilities

- Ensure that production is cost effective by minimizing the cost of goods (COGs), increasing capacity, and streamlining processes through continuous improvement.
- Work directly with VP of Operations and Production Managers to ensure that, as the company grows, manufacturing capabilities meet or exceed all industry and customer requirements for cost, quality, and responsiveness
- Work directly with the VP of Operations to develop and implement manufacturing plans, goals, and future product innovations
- Assist in the development of new production processes that will maximize efficiency on the production floor and reduce overtime, with a strong emphasis on Lean Manufacturing
- Ensure proper employee labor time tracking on jobs in the Global Shop ERP system
- Oversee production control, production process development, quality systems, purchasing/inventory, and shipping/receiving activities
- Work directly with VP of Operations to reduce COGS and maximize EBITDA (Earnings before Interest, Taxes, Depreciation and Amortization)
- Work directly with Materials Department to manage inventory, organize stock rooms, and establish kitting processes
- Work directly with Purchasing Department to find second and third source vendors, alternate products, and comparable quotes, negotiate reduced prices, and resolve discrepancies or issues.



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- Partner with Sales Team and Program Manager to discuss and set scheduling timelines for product delivery (sales lead times)
 - Work closely with Program Manager to determine proper production times and to layout schedules for two facilities based on backlog, product lead times, and customer needs
 - Vendor management to include forecasting, contract negotiations, and stock products (terms, volume discounts, blanket PO's, etc.)
 - Develop strong working relationships with vendors to insure parts are received on time, meet our specifications, and are at the agreed upon prices.
 - Assist Engineering Department to help insure proper prints are provided to the shops
 - Follow and help to govern safety efforts within the company to minimize accidents and mitigate potential safety hazards
 - Assist with building cost of all products, to include time and materials, so sales may develop accurate retail pricing for our customers, as well as to determine Make versus Buy decisions.
 - Develop presentations and other documents to train employees (Lean Manufacturing, etc.)
 - Obtain necessary certifications such as OSHA training, Driver Training (company vehicle, forklift), Lean Manufacturing, etc.

Requirements

- A minimum of 10 years' experience in product engineering, manufacturing engineering, fab management and/or operations of high-volume IC manufacturing in a certified manufacturing organization (ISO9000).
- Experience in materials management, from planning through purchasing, and negotiation and administration of multi-million dollar procurement agreements.
- Self-starter and a team player that will thrive in a fast-paced environment.
- Lean Manufacturing knowledge and training. Green Belt Lean Manufacturing Certification preferred.
- Enterprise Resource Planning (ERP) experience highly preferred. Global Shop ERP system a plus.
- BS in Engineering (EE, ME, Industrial Engineering), preferably with MBA **or equivalent experience**
- Have solid working knowledge of Microsoft Office Products, ERP systems (Global Shop preferred) (Autocad, EPDM, Solidworks or other CAD software is a plus).
- Have solid decision-making ability with regards to cost, lead times, and needs of the business, reorder points, make vs. buy, etc.



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- ISO 9001 experience is highly preferred. Experience with the MPR and ECO process, as well as the MRB process, is a plus.
 - Proven leadership, communication, and problem-solving skills. Must be a team player and capable of gather all relevant information in order to make an informed decision to remediate operations problems or issues. Creative thinking training is a plus.
 - Help determine if new equipment is necessary to increase capacity, with follow through starting at demonstrating a need for the equipment, the ROI, the installation, and implementation/training of any new equipment.
 - Develop and work with a budget and prioritize the needs of the business in regards to meeting sales and capacity goals
 - Ability to multitask and manage numerous tasks and issues simultaneously and on a continuous basis
 - Excellent time management skills in order to complete tasks in a timely manner, be punctual in regards to meetings, and have availability when Operations Management representation is required
 - Determine staffing requirements, and recruit, interview, hire and train new employees, or oversee those personnel processes. Involvement with programs and practices for performance reviews, promotions, and developing/training the personnel that perform and support the plant operating functions.
 - Brings new ideas to the table and participates in brainstorming sessions to help develop new processes, products, and/or procedures
 - Extensive experience and judgement used to plan, set, and accomplish goals in a timely manner
 - Demonstrates a have a high degree of creativity and latitude, as well as detailed planning skills
 - Relied upon to manage multiple teams of employees in a multitude of different roles
 - Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
 - Knowledge of laws, legal codes, government regulations, executive orders, agency rules, and other related requirements (ex. Labor Laws, OSHA regulations, etc.).
 - Review performance data (financial, sales and activity reports) to monitor and measure productivity, goal progress and activity levels
 - Knowledge of business and management administration principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
 - The ability to communicate information and ideas in speaking so others will understand. The ability to listen to and understand information and ideas presented through spoken words and



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sentences. The ability to read and understand information and ideas presented in writing. The ability to communicate information and ideas in writing so others will understand.

- Ability to provide guidance, direction, and motivation to subordinates, including setting performance standards and monitoring performance.

Education and Experience

- Bachelor's degree or equivalent
- Knowledge of business and management principles and practices
- Knowledge of human resource management principles and procedures
- Proficient in relevant software applications

Key Competencies

- Judgment
- Decision-making
- Information management
- Resource management
- Planning and organizing
- Problem analysis and problem solving
- Delegating tasks and responsibility
- Communication skills
- Coaching
- Teamwork
- Adaptability
- Sense of urgency