



FLSA: Exempt

## **OPERATIONS MANAGER**

**SUMMARY:** The *Operations Manager* is responsible for all aspects of planning, directing, coordinating work activities and resources for finishing products in accordance with cost, quality, and quantity specifications. This position has direct interaction with building supervisors who direct production workers who manage the daily operation of multiple production lines (Chemical processing, Blasting, Powder Coating, Masking, and Painting).

### **DUTIES AND RESPONSIBILITIES:**

1. Review processing schedules or work orders to make decisions concerning, necessary inventory for work order, staffing requirements, work procedures, or duty assignments, considering Budgetary limitations and time constraints within production schedule.
2. Direct or coordinate all activities related to production and processing within the production lines.
3. Develop or implement production tracking or quality control system, analyze production, quality, maintenance, or other operational reports, to detect production problems.
4. Review operations and confer with building supervisors or other technical staff to resolve production or processing problems.
5. Assist with and ensure effective practices for hiring, training, and evaluating employees with assistance from HR staff regarding employee performance and relations.
6. Confer with supervisors to coordinate operations and activities within or between processes.
7. Plan and establish work schedules, assignments, and production sequences to meet production goals.
8. Oversee inspection of materials, products, or equipment to detect defects or malfunctions.
9. Provides leadership, direction and support through empowerment, teamwork, on the job assignments and implementation of continuous improvement concepts and methods
10. Ensures quality of work produced meets or exceeds customer's requirements.
11. Communicate with supervisors, peers, or subordinates in person, by phone, in written form, and email.



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12. Ability to multi-task
13. Other duties and responsibilities as directed by management.

**QUALIFICATIONS:**

- Bachelor's degree or equivalent experience required.
- 8 – 10 Years of management experience in a finishing, or manufacturing environment.
- Experience with direct customer interaction roles and responsibilities. Experience with quick and accurate response to customer questions and demands. Ability to be flexible and creative to meet customer needs.
- 5+ years successfully managing people, coaching, development and performance management.
- Proven record creating a safety culture in a manufacturing environment, and maintain high standards of safety performance.
- Must have a collaborative style that encourages the free flow of communication, removes obstacles, and promotes problem solving and teamwork.
- Strong results orientation and a tireless work ethic with the emotional intelligence to know when to push harder and when to look for alternative approaches.
- Excellent analytical and strategic skills. Good business judgment and problem solving skills with solid economic, industry and competitive landscape insight.
- Demonstrated capability to lead change and transformation activities, thereby generating process improvements which lead to greater effectiveness and efficiency.
- Demonstrated ability to operate in a hands-on environment when necessary, yet see the big picture on a global basis.
- Knowledge of quality management systems ISO 9001 & AS9100C (desired), and continuous improvement initiatives and tools.
- Proven record of successful cost saving initiatives.
- Strong optimization and continuous improvement skills.
- Strong Technical skills desired.

**OTHER DUTIES:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this



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job. Duties, responsibilities and activities may change at any time with or without notice.

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