

## Manufacturing Manager

### **DUTIES AND RESPONSIBILITIES:**

Includes the following; Other duties may be assigned:

- Supervision of manufacturing personnel to facilitate timely and accurate shipping and receiving of products
- Maintaining a firm hand on all aspects of operations and maintain an effective balance of communication between management and all manufacturing / engineering personnel
- Dispatching personnel to insure timely and accurate scheduling of customer shipments
- Monitoring labor costs and entering into job costing system (SAGE 100)
- Training of manufacturing personnel
- Maintaining continuity of efficient operations
- Generating Work Ticket (travelers)
- Maintaining High Level Quality Control documents, ie. Procedures, Manual, etc.
- Plans, coordinates and implements quality management and quality improvement programs
- Monitors and provides assistance with quality assurance and compliance functions
- Authority to evaluate suppliers performance

### **REPORTS TO:**

- CEO

### **SUPERVISORY RESPONSIBILITIES:**

- Yes (10 – 20 employees)

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Engineering and/or Manufacturing experience
- BS in engineering
- Proven leadership skills
- Familiar with ISO 9001:2015 requirements

**LANGUAGE SKILLS**

- Ability to read and comprehend instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, suppliers and employees.

**MATHEMATICAL SKILLS**

- Proficient in xls

**REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

- While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to reach with his hands and arms and lift/move up to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the noise level in the work environment is usually moderate.