



Job Description Director Operations

Department: **Operations**

Is Managed By: **VP Of Operations**

Job Title: Operations Manager

Position Overview:

The Operations Manager primary responsibilities is to lead operations through development, execution, and continuous improvement of lean strategies. Primary metrics are People, Safety, Quality, Productivity, and Delivery. The Operations Manager oversees manufacturing (and shipping) to make sure quality items are produced and shipped on time to customers due dates.

Responsibilities:

1. Primary responsibility for overall profit and loss of business unit product lines.
2. Communicate and lead operations team through organizational changes. Provide motivation and leadership, and model behavior expected.
3. Work closely with Business Unit Manager understand customer requests and grow the business.
4. Support the development of new product introduction with tasks of the New Product Development Group and Sales
5. Develop and maintain compliance to all approved operating budgets.
6. Maintain daily cost, schedule, and quality metrics on Production floor.
7. Ensure operations conform to federal, state, and local regulations.
8. Provide the leadership and management necessary for the continuous improvement of the unit's processes and overall performance to objectives and goals.
9. Maintain inventory levels within established limits
10. Direct line supervision.
11. Manage multiple projects and deadlines and easily adapt to changing situations.
12. Computer literacy – shop floor control, production planning, and inventory control applications
13. Responsible for the proper staffing and performance reviews of all business unit personnel
14. Support ISO facility implementation and recertification on a yearly basis
15. Continuous Improvement programs such as Lean Manufacturing & Six Sigma.
16. Communicate production issues that will impact customer delivery, quality etc. to VP of Operations
17. Thorough knowledge of all manufacturing methods and techniques, and related equipment.
18. Must be able to read and interpret drawings and specifications.
19. Must be familiar with product construction and application.
20. Must have strong verbal and written skills.
21. Must be able to actively engage with employees, supervisors, and other managers on the floor.
22. Must have solid understanding of production scheduling and shop operations.
23. Must be able to manage multiple tasks and or priorities and easily adapt to changing situations.
24. Other duties as assigned.

Basic Requirements:

- Bachelor's Degree in Production/Ops Management, Engineering, or related discipline.



- At least 5 years of progressive manufacturing experience and responsibilities, 3 of which must be in a management / supervisory capacity.
- Good communications and presentation skills--both verbal and written
- Comfortable working as a collaborative partner with the engineering, service, marketing, customer care and related organizations to deliver world-class services.
- Expert at motivating internal personnel in a demanding emerging market and organization model
- Requires a broad technical or administrative experience in a manufacturing environment.
- Demonstrated effective Project Management.
- Must be proficient with MS Office, including Outlook, Excel, Word, & Power Point

Preferred Qualifications:

- Highly motivated self-starters with a desire to win
- Comfortable with being held accountable for results
- Capable of performing multiple tasks
- Have a creative and entrepreneurial spirit, and demonstrate leadership skills

Authorities:

1. Enforcement of company policies, procedures, and processes
2. To compose Corrective and/or Preventive Action where applicable
3. Authorized to report problems according to corporate procedures.
4. Has the authority to stop the manufacturing process if any unsafe conditions are present
5. To enforce company Safety Requirements and Policies.
6. Hiring and firing of all production personnel.

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, reach with arms and hands, climb stairs, stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 30 lbs.

Work Environment:

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is occasionally high.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Avionic Instruments is an Equal Opportunity Employer and encourages the application of female, minority, disabled and veteran candidates. Due to the potential for exposure to ITAR controlled data, the incumbent in this role must be a US Citizen, permanent resident alien, or otherwise able to review all export – controlled technical information. Interested candidates should submit their resume and salary requirements.