

Position: Director of Operations

JOB SUMMARY:

Manages all activities related to operations and development of company products by performing the following duties personally or through subordinate supervisors.

Essential Job Duties and Responsibilities

- Develops and maintains manufacturing operations business plans to include all program requirements, labor hours, cycle, production costs, and image.
- Provides input to the development of product strategy and research and development of new and emerging products.
- Establishes production and quality control standards, develops budget and cost controls, and obtains data regarding types, quantities, specifications, and delivery dates of products ordered.
- Provides guidance to the development of a manufacturing process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs.
- Ensures all established costs, quality, and delivery commitments are met.
- Coordinates manufacturing activities with all other functions of the organization and suppliers to obtain optimum production and utilization of human resources, machines, and equipment.
- Reviews production and operating reports and directs the resolution of operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays.
- Performs administrative activities associated with the effective management of shop operations, including compiling, storing, and retrieving production data for reports.
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives.

- Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.

Education

- An undergraduate degree and/or equivalent experience. Ten years in a management position with strong technical background in shop floor operations and product flow.