

## Operations Manager - Full-Time Position

### **Brief Description of Job Duties:**

The Operations Manager is responsible for the efficient operation of the assembly, test, and inspection areas, and establishing, implementing, and directing quality assurance efforts to ensure that requirements for processing components and other materials into finished goods conform to quality standards. Job duties include:

- Determine and implement new manufacturing techniques for improved efficiency.
- Develop, update, and maintain manufacturing work instructions and forms.
- Ensures adequate supplies are available to maintain production schedules.
- Maintain production costs to established standards.
- Oversee the maintenance of production schedules and quality of work.
- Review schedule requirements and assign required resources.
- Conduct performance appraisals.
- Resolve personnel conflicts.
- Select personnel for employment, upgrade, transfer, or discharge.
- Supervise, coach, motivate, and train personnel.
- Assist all departments with continuous process improvements and root cause analysis.
- Audit the adequacy of the quality system and manufacturing processes.
- Coordinate failure analyses and testing.
- Establish and maintain quality assurance standards, procedures and controls.
- Maintain the SPC and quality metrics system.
- Participate in the design change control board (CCB).
- Quality engineering activities.
- Perform other duties as assigned.

### **JOB REQUIREMENTS**

#### **The applicant MUST have the following qualifications:**

- Minimum 5 years related experience, including supervision of production teams (5 – 25 people).
- Minimum 5 years QA experience.
- Knowledge of IPC-A-600, IPC-A-610, and J-STD-001 requirements.
- Knowledge of AS9100 requirements.
- ERP or MRP experience.
- Experience with Microsoft Office software.
- Strong analytical, financial, and strategic planning skills.
- Must be skilled in setting priorities in order to complete work in an appropriate and timely manner.
- Ability to read and interpret design drawings.
- Ability to use precision inspection equipment (e.g., calipers, micrometers, height gauge, etc.).
- Ability to manage a diverse group of production and QA personnel.
- Strong team and relationship building skills.
- Must be a skilled listener in receiving data and understanding and following instructions.
- Must be skilled in verbal and written expression and communicating in a positive and persuasive manner.
- Must effectively interact with management, peers, and suppliers.
- Must be self-motivated and able to work with minimal supervision.
- Ability to think clearly and constructively and make decisions in the absence of detailed instructions.
- Must be creative in defining and solving problems.
- Must be flexible and adjust easily to change.
- U.S. citizenship.

#### **The WANTS for this position are:**

- Experience with Visual Manufacturing and IQM ERP software
- Experience with Omnify software
- Experience in a small company environment
- Experience with Crystal Reports software
- Proficient with Microsoft Excel and Word