

## **GENERAL/OPERATIONS MANAGER – JOB DESCRIPTION**

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Summary: The General /Operations Manager is responsible for ensuring the smooth running of all manufacturing, assembly, warehouse operations.

### Essential Duties & Responsibilities:

#### Operations:

- Plan, direct, and coordinate the scheduling, manufacturing and assembly of products in compliance with company goals and objectives.
- Manage inventory of the organization, including warehouse and distribution operations.
- Lead and manage the manufacturing and assembly operations to meet customer, quality, and on time delivery in full, while managing costs and maintaining a safe working environment.
- Drive capacity improvements to meet future planned goals of the company.
- Champion operational excellence and lean initiatives to standardize work, improve productivity, output, and control cost.
- Organize and direct workflow for satisfying production requirements in a cost-efficient manner.
- Provide performance reports on operational metrics.
- Maintain employee safety and morale by creating a safe, comfortable and efficient work environment.
- Maximize the efficiency of production lines and ensure effective resource utilization.

### Preferred Education and Experience:

- College degree required or equivalent combination of education and experience.
- 10 years of production experience in an automotive manufacturing or assembly environment.
- 10 years of management experience.
- Background in LEAN or KAIZEN manufacturing preferable.
- Demonstrated record of success in a substantial growth environment (10%+ per year).
- Demonstrated record of developing and enforcing safety policies.
- Demonstrated ability to coach/mentor/develop team members.
- Experience in production scheduling, capacity planning, process improvement and inventory management.
- Demonstrate knowledge of current trends in the industry relative to production and manufacturing.

### Knowledge and Personal Attributes:

- Creates an environment where employees are excited, engaged, comfortable and capable of delivering exceptional performance.
- Humble intelligent leader with the ability to work and communicate within all levels of the organization.

- Demonstrated focus on sales, customer service and team building with all departments.
- Must be a self-starter, self-motivated; possess outstanding business acumen and self-discipline.
- Outstanding time-management skills and natural ability to prioritize for self and team.
- Strong sense of urgency, focus and ability to hold team accountable to meet and exceed objectives.
- Practical problem solver, analytical and timely.
- Strong ability to develop operational strategies and safety programs.
- Good interpersonal and problem-solving skills.
- High-level leadership and decision-making skills.
- Able to listen, motivate, influence, train people and build teams.
- Able to interact with customers and all levels of professionals.
- Excellent verbal, interpersonal and written communication skills.
- Proficiency in Microsoft Office suite.

Supervisory Responsibility:

This position has supervisory responsibility for the warehouse, manufacturing, and distribution areas of the operation.