

Director of Manufacturing

Job Summary:

The Director of Manufacturing will oversee the Manufacturing Division of the company, ensuring effective and efficient use of facilities and staff.

Supervisory Responsibilities:

- Oversees and participates in the recruitment, hiring, and training of manufacturing employees.
- Oversees schedules and assignments for the division.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Duties/Responsibilities:

- Oversees the manufacture of products, ensuring production, performance, and quality standards are consistently met.
- Reviews production reports to ensure safety, quality, financial, and delivery goals and standards are met.
- Ensures a healthy and safe working environment, and compliance with federal and state regulations, through collaboration with environmental, health, and safety staff.
- Assists chief operating officer with long-range operating goals, expansion efforts, and implementation of new and advanced technology.
- Identifies and shares training opportunities for staff to build and improve skills.
- Organizes departmental management structure and teams for optimal, efficient operations.
- Works with chief financial officer to develop operating budget.
- Delivers progress and production reports to executive team members as requested.
- Supervises equipment purchase, maintenance, and layout.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational and managerial skills.
- Thorough understanding of the policies and practices used in the manufacturing division.
- Ability to set long-term goals and communicate them to others.
- Ability to motivate and organize multiple efforts to accomplish goals.

Education and Experience:

- Bachelors degree in a relevant field required; Masters degree preferred.
- At least ten years of experience in industrial management required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to quickly traverse manufacturing areas.
- Must be able to stand, bend, crawl, stretch, lay, and squat in order to maintain equipment.