

Manufacturing Process Management: Manager, Manufacturing Process

Supervises employees who change the characteristics of materials by chemical means or perform the following functions working with materials: heating/cooling, bonding, laminating, plating, etching, engraving, production painting, silk screening, molding plastics, glass working, chemical processing, compounding, formulating, batching and mixing.

Management Role

Accomplishes results through subordinate supervisors or exempt specialist employees.

Policy and Strategy

Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.

Freedom to Act

Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.

Liaison

Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.

Operations Involvement/Direct Work Involvement

Sets objectives and standards of performance and monitors daily for all employees in his/her department. Maintains schedules and delivery promises according to the Master Schedule. Assists on bids using historical data and experience. Ensures proper documentation is in use on production floor at all times, and technicians are buying off S/O's. Meets all company, safety, environmental and housekeeping guidelines. Participates in the training and development of employees. Initiates and follows up on all personnel activities to include performance reviews and counseling. Interfaces with Mfg. Engineering, Quality Control, Production Control, Supply Chain, Human Resources, Stores and other support groups to solve production problems. Maintains accurate floor inventory. Controls scrap and excess material to acceptable levels. Ensures all personnel comply with safety and security regulations as set forth by company policies. Enters data for all employees' timecards and maintains attendance data. Responsible for continuous process improvement. Participate in and promote "Lean thinking." Other duties as specified by authorized company representatives.

Minimum Education and Experience

Minimum of 5 years lead or supervisory experience in an advanced composite manufacturing setting. Must be experienced in the use of production documents, processes and equipment. Strong written and verbal communication skills required. Adaptive interpersonal skills necessary to deal with diverse personalities and situations. Must demonstrate good people skills with fellow employees. Proficiency in MS Excel and Word is required. Use of ERP/MRP systems a plus. May require DoD SECRET eligibility.