



Subject: **Manufacturing Manager**

Salary Exempt

Reports To: General Manager

**POSITION SUMMARY:** The Manufacturing Manager oversees the manufacturing operation and ensures that the production group meets or exceeds plant goals for operational, quality, service, safety, efficiency and profitability metrics.

**RESPONSIBILITIES:**

- Leads, develops, directs, coaches, and evaluates the performance of the Operations Team.
- Provides leadership and management role to the following departments
  - Manufacturing
    - Molding
    - Finishing (Sanding, Paint and assembly)
  - Industrial Engineering
  - Process Engineering
- Fully support the Safety policy and initiatives of the company. Implement initiatives to promote a safety culture to drive toward zero incidents.
- Plan and organize jobs to meet schedules and timelines in an environment with constantly changing priorities.
- Plan, develop and implement strategic action plans in conjunction with fiscal budget planning.
- Perform capacity analysis of resources including equipment, suppliers, and labor.
- Drive process improvement approach to ensure exceptional customer satisfaction and identify waste.
- Establishes capital needs for the facility. Provides support and assistance in the installation of new machines and equipment.
- Instrumental in the implementation of; I/Q, O/Q, P/Q on new equipment and product Launches.
- Write and deliver performance reviews and has periodic discussions on performance with direct reports ensuring accuracy, honesty and timeliness of delivery.
- Effectively identify and address performance management issues as they arise. Give recognition in a timely manner for good performance.
- Interface with all departments to ensure proper scheduling of plant equipment and employees to meet customer requirements.
- Leads hiring, training, terminations and succession for team.
- Drives continuous improvement projects, 5S and Lean manufacturing initiatives.
- Drive QMS improvements as required to support customer demand as well as sales and growth efforts.
- Support and maintain ISO 9001: 2015 standards.



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**QUALIFICATIONS:**

- Bachelor's degree (BA or BS) in a related field, or equivalent related experience.
- Minimum of 5 years in a manufacturing environment with 1-3 years management experience.
- Knowledge of operations, including scheduling, production and quality systems.
- Demonstrated experience and functionality with ERP's, IQMS a plus.
- Demonstrated experience at implementing continuous improvement, lean or other process improvement techniques.
- Self-starter with the ability to motivate others.
- Leader who can make decisions, but also comfortable delegating decision making where appropriate.
- Must be well versed in ISO 9001:2015 requirements including quality practices and procedures and maintain internal audit program.
- Strong computer literacy skills with working knowledge of Word, Excel, Project Management and Manufacturing Software.
- Must possess good communication skills, written and verbal, and must be able to interact with customers and employees.
- Strong attention to details, highly organized, able to multi-task.
- Ability to develop and maintain a team-oriented work environment.
- Must be punctual and dependable, able to work with little supervision. Must be able to maintain files in a neat and orderly manner.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works near moving and/or high temperature mechanical equipment and parts. The noise level in the work environment is usually moderate; infrequently, loud.

**SAFETY:** All employees are expected to set the highest level of safety expectation in their work, display the highest level of safe behavior, actively participate in PSIMP's safety program, and adhere to all safety rules and regulations. Employee Health & Safety is a part of our company culture and participation is required for all employees.