



JOB TITLE: Manufacturing Operations Manager
LOCATION: Delta, BC (Branch 80)
REPORTING TO: Division President
DATE: May 2017

POSITION SUMMARY:

Reporting to the Division President, the Manufacturing Operations Manager (M.O.M.) is responsible for all plant operations at the Plasti-Fab Insulspan Panel Plant in Delta, BC. The M.O.M. plays a critical role in leading plant operations, achieving plant safety, monitoring production efficiency, ensuring product quality, and overseeing the development of employees. It is critical for the M.O.M. to develop, build and foster teamwork and a collaborative environment that appreciates and respects diversity.

The M.O.M. has both strategic and operational responsibilities leading and focusing on; health & safety, managing direct costs (material and labour), managing overhead expenses, quality assurance and supporting other groups such as sales and design.

FUNCTIONAL RESPONSIBILITIES:

1. Lead all aspects of the day to day operations of the plant including employee relations, production scheduling, building and equipment maintenance, safety, procurement of inventory control.
2. Manage and assist office administration where and when required.
3. Provide input and guidance to improve processes and initiatives to efficiently increase production.
4. Work with the production supervisor, sales manager and design manager to solve schedule related issues.
5. Routinely review scheduled purchasing to ensure manufacturing and maintenance materials are available as required while maintaining reasonable inventory levels.
6. Input annual operating budget numbers as required; managing the operations costs as the business cycle moves through the year; and report the Monthly Financial Results for the Branch. (Financial Drill Down)
7. Provide routine reports of day to day operations to upper management.
8. Work closely with HR and upper management to provide all required training needs for all staff whether from inside or, outside sources including your own requirements.
9. Manage staffing levels according to the demand of production and sales.
10. Hold regular meeting to update production management on production and design scheduling
11. Provide and/or request input to/from the sales manager to resolve customer conflicts.
12. Manage monthly inventory counts and reconciliation.
13. Hold monthly safety committee meetings and staff tool box/safety meetings.
14. Ensure all safety requirements and regulations are met by all staff.
15. Ensure the safe operation of equipment is followed as per company policy.
16. Wear required personal protective equipment (PPE) when on the production floor
17. Ensure a clean work environment.
18. Develop a flexible approach to a team environment.

19. Lead staff in following company and ISO policies and procedures.
20. Involve staff in approved company social functions. i.e. Awards Gala and summer BBQ

SKILLS & KNOWLEDGE REQUIRED:

- A resilient and accomplished leader with 10+ years of experience in operations or manufacturing in a production facility.
- Superior leadership skills with the ability to motivate people and properly convey the Company's mission and vision to the team. He/she will have well-developed management skills with a proven track record of successfully coaching and developing employees. The Manufacturing Operations Manager will be approachable with an open-door management style with excellent listening skills and compassion for understanding employee issues, concerns and ideas.
- A strategic and visionary thinker who can provide innovative ideas and recommendations towards the on-going improvement of the operation of the plant.
- Will have deep experience in the manufacturing environment with broad exposure to inventory control, production, scheduling, quality control, and manufacturing techniques and practices. Strong planning, organizational and administrative skills. Has demonstrated an ability to handle difficult production scheduling problems. Technically oriented with a good mechanical background. Has developed and implemented preventive maintenance programs.
- Solid financial and technical understanding with a strong business acumen– budgeting (both operating and capital), general cost control, and pricing. Consistent track record of running profitable operations within defined budgets.
- Superior leader who is driven and motivated. Positive and enthusiastic attitude. Displays a high level of personal integrity at all times. Demonstrates the company's Values through leadership and personal behaviours.
- Collaborative team player who can establish productive relationships in an environment of trust and respect within multicultural work groups.
- Demonstrated commitment to, and successes in, Health & Safety.
- Proficient with Microsoft Office applications.

EDUCATIONAL QUALIFICATIONS:

- Engineering and/or business degree
- College diploma and/or 10 years related manufacturing experience

Please Apply by email to : humanresources@plastifab.com

Plasti-Fab Ltd. believes that "safety is everyone's responsibility." Every employee is considered to be responsible, not just for their safety, but for the safety and health of all employees, visitors and contractors to a Plasti-Fab Ltd. site.
