

Job description

HIRING: DIRECTOR OF OPERATIONS

Cawley Company is a successful locally owned business that understands success is achieved by hiring great people and promoting a strong team environment to produce the highest quality products with exceptional customer service.

JOB SUMMARY:

Manages all activities related to operations and development of company products by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Evaluate and suggest appropriate measures for the efficient use of production equipment, production facility layout and personnel necessary for the manufacturing operation.
- Ensure that products are produced to the exact specifications of the customers, are produced within, or above set quality standards and produced in the most efficient manner while being delivered in a timely way.
- Contributes to identifying, selecting, and negotiating contracts with vendors to procure requisitioned commodities, meeting criteria such as price, quantity, quality, and delivery date.
- Taking a product concept and turning it into a marketable product with the assistance of internal personnel and external resources.
- Manage and validate product cost structures to ensure profitability and pricing accuracy.
- Ability to train and grow area supervisors to their fullest potential.
- Ability to share clear expectations and hold production supervisors accountable.
- Manage ship date meetings to prioritize work, integrating rush orders into production schedule, and report any and all deviations to proper personnel to meet customer needs.

- Establishes and oversees continuous improvement programs and measurements to increase the efficiency of resources used in the manufacturing operations.
- Develop systems to efficiently determine the best and most cost-effective shipping method for material, using knowledge of shipping procedures, routes and rates with preferred carriers and share information with others as needed.
- Research, learn and utilize all shipping software including paperless invoicing, efficient foreign shipments, and shipment confirmations to customers via email.
- Directs quality control inspection system and develops and implements production reporting procedures.
- Develop and promote a culture of safety as a way of doing business.
- Communicates vision and develops employees through training and involvement programs to create a team environment that has decision-making authority throughout the organization.
- Contribute to short and long-term organizational planning and strategy as a member of the management team.
- Perform performance reviews for all non-departmentalized employees and production supervisors.
- Work closely with Human Resources on appropriate employee related issues while exercising confidentiality.
- Document responsibilities of Supervisors and Lead People in the production area.
- Ability to communicate clearly in all areas of the company. Administer all company policies and procedures.
- Maintains a positive culture by utilizing Cawley's Code of Conduct and represents The Cawley Company in a positive manner to the external community.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements on the next page are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Requires educational equivalent of bachelor's degree in engineering, Business Administration, Materials or Production Management from an accredited college or university, or 10+ years of experience with increasing decision-making responsibilities in a manufacturing environment. Excellent computer skills and proficient in excel, word, outlook, access, and business software.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from individuals, groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Send Resume to: Jeans@thecawleyco.com