

EAST COAST EROSION BLANKETS, LLC

JOB DESCRIPTION: OPERATIONS MANAGER

Position Summary:

Manage overall operations and is responsible for the effective and successful management of labor, productivity, quality control and safety measures as established and set for the Operations Department. Ensure safe and efficient operations. Serve as a company representative on regulatory issues. Enhance the operational procedure, systems and principles in the areas of information flow and management, business processes, enhanced management reporting and looks for opportunities to expand systems. Carry out supervisory responsibilities in accordance with company's policies and applicable laws. Reports to the President. FLSA Status is Exempt.

Essential Duties and Responsibilities include, but are not limited to:

- Develop and maintain a manufacturing operations business plan to include all personnel requirements, hiring, material needs, production costs, facility needs, subcontract requirements, tool and equipment needs.
- Support the department in preparing and adhering to the department budget seeking innovative ways to improve efficiencies, reduce costs and eliminate waste, which includes overtime management, expense control, productivity, management of raw materials, and applying Lean Manufacturing concepts and techniques.
- Provide input to the development on product strategy for the research and development of new and emerging products.
- Maintain and verify accuracy of data in MRP/ERP system (inventory, labor reporting, startup of RFQ and quoting modules, etc.)
- Establish production and quality control standards, develop budget cost controls, and obtain data regarding types, quantities, specifications, and delivery dates of products ordered.
- Ensures all established costs, quality, and delivery commitments are met.
- Identify and maintain suppliers for new products while establishing and managing key supplier performance goals.
- Coordinate manufacturing activities with all other functions of the organization and suppliers to obtain optimum production and utilization of human resources, machines, and equipment.
- Maintains and reviews inventory, production and operating reports and directs the resolution of inventory, operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays.
- Define and analyze performance metrics for measurement, comparison, or evaluation of supply chain factors such as product cost and quality.
- Implement and maintain inventory control using the bar code system.
- Perform administrative activities associated with the effective management of shop operations, including compiling, storing, and retrieving production data for reports.
- Review production orders to determine product data such as types, quantities, and scheduled delivery dates to plan department production schedule for optimum results.
- Coordinate with other departments and managers to optimize efficiency and minimize downtime while meeting the needs of our customers.
- Maintain current procedures used for inventory control including cycle counts.
- Serve as Safety Coordinator to work with executives, supervisors, and employees to protect employer property and keep employees safe.
- An estimated 45 to 50 hours of time dedicated to the company per week is expected.

Supervisory Responsibilities:

- This job requires the supervision of all plant and purchasing personal at all locations.

Competencies and Qualifications:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrate the following competencies, and meet the requirements listed below for knowledge, skill, and/or ability.

Intellectual - Identifies and resolves problems in a timely manner; Develops alternative solutions; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Writes clearly and informatively; Presents numerical data effectively; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives. Must be able to keep calm and make quick, clear decisions while coping with pressure.

Leadership - Displays passion and optimism; Develops workable implementation plans; Communicates changes effectively; Inspires and motivates others to perform well; Gives appropriate recognition to others; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Looks for ways to improve and promote quality.

This is only a general overview of the position, and is not all encompassing of duties. Employment will be at an At-Will status and can be terminated at any time by either party.

Organization - Works within approved budget; Conserves organizational resources; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Works with integrity and ethically; Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Self Management - Displays willingness to make decisions; Includes appropriate people in decision-making process; Takes calculated risks to accomplish goals; Uses time efficiently; Sets goals and objectives; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality; Meets and strives to increase productivity standards; Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Follows instructions, responds to management direction; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed; Displays original thinking and creativity; Generates suggestions for improving work.

Education and/or Experience - Bachelor's degree (B.A.) from four-year College or university in production control/supply chain management; or ten years related experience and/or training; or equivalent combination of education and experience. Experience with purchasing, expediting, MRP/ ERP systems, quality/continuous improvement initiatives, manufacturing safety practices and MS Office applications

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Spanish a plus.

Mathematical Skills - Ability to calculate figures and amounts. Solid analytical skills including frequency of distribution, analysis of variance, correlation techniques, sampling theory, standard deviations, factor analysis. Data analysis for cost-benefit analysis, pricing, and management of various financial and nonfinancial performance measures (intermediate to advanced math).

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.

Computer Skills - To perform this job successfully, an individual should have knowledge of MS Excel Spreadsheet software, MS Word Processing software, MS Outlook, Access and other Microsoft Office Suite applications. Knowledge of SAGE50 and MISys are a plus.

Certificates, Licenses, Registrations - Current driver's licenses.

Other Skills and Abilities – Project Management skills.

Other Qualifications – Warehouse inventory management experience. Required knowledge of accepted quality assurance procedures and guidelines. Must be willing to travel up to 10-15% of the time. Must be able to obtain and maintain a US Passport and able to travel internationally.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds.

Regularly required to sit or stand and move about the facility. Required to be able to read documents and computer screens. Exposure to shop elements such as noise, dust, fumes and odors.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; airborne particles; extreme cold and extreme heat. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places; outside weather conditions. The noise level in the work environment is usually very loud. Exposure to shop elements such as noise, dust, fumes and odors.

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Job Description Acknowledgement - I have received a copy of this job description and have read (or had it read to me) and I completely understand all my job duties, responsibilities, and performance criteria. I acknowledge I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to company needs without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor. I further understand that future performance evaluations and merit increases to my pay are based on my performance of the duties, responsibilities, and performance criteria outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description and performance criteria prior to signing this form.

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Employee's Signature

Date

Employee's Name (please print)