

POSITION SPECIFICATION

POSITION TITLE: Assembly Manager, Flexible and Lean Production

COMPANY: Confidential

REPORTING TO: Director of Operations

LOCATION: Vernon Hills, Illinois

COMPANY PROFILE

Assembles and ships 8,000 SKUs of consumer educational and toy products. These kits are marketed to schools nationally. The company culture is collaborative and open and the Director of Operations is eager to help the Assembly Manager succeed and provide the support required to do so.

THE ROLE DEFINED

Reporting directly to the Director of Operations, the Assembly Manager will have a real opportunity to dramatically impact the company's bottom-line through effective cost management. The candidate will be required to optimize labor and minimize costs while providing timely and quality production of product through continual process refinement using production best practices. Our client is seeking an individual who has a track record of results with the ability to foster an environment of teamwork, trust and a culture of accountability.

SCOPE AND CORE RESPONSIBILITIES

- Work with the Director of Operations to develop and execute an annual operating budget that is aligned with company key results. Provide analytical feedback on budget variances taking corrective action where necessary.
- Develop and implement continuous improvement initiatives identifying opportunities for implementing lean manufacturing processes decreasing inventory levels, warehouse space requirements and labor costs.
- Manage the process to create and maintain accurate item routing data to facilitate the annual product costing process. Proactively review labor cost variances to further identify and correct problems in the assembly process or routing data. Provide assembly cost estimates using time and motion studies.
- Effectively collaborate with cross-functional areas (i.e. Inventory Planning, and Product Development) to engineer packaging solutions, optimize kit development

and assembly methods to drive down cost-of-goods and assembly labor in order to meet corporate ROI targets and achieve satisfactory customer service.

- Continually monitor and analyze labor in assembly and take appropriate action to maintain optimum structure to meet expense and quality targets..
- Provide appropriate reporting regarding production status and participate in weekly production meetings to ensure quality and timely fulfillment of stock and custom assemblies.
- Monitor and evaluate the effectiveness of assembly operations in the areas of efficiency, quality, production schedule adherence and operating costs coaching supervisors and taking corrective action as necessary.
- Establish, maintain and promote a safe, clean and organized work environment and hold staff accountable to the same. Ensure optimal operation of equipment minimizing any potential down-time.
- Establish individual goals for team members in alignment with overall organization goals and perform periodic performance reviews to determine progress.

EDUCATION, EXPERIENCE AND SKILL SETS PREFERRED

- Minimum 5 years experience in a fast-paced assembly environment as a production supervisor or production manager in a job shop environment using lean concepts
- Minimum 3 years of capacity planning, scheduling, and expediting in MRP environment
- Experience in contributing to and reviewing annual operating budget
- Experience with supply chain logistics within an assembly environment
- Experience or working knowledge of Lean Manufacturing principles and Six Sigma concepts
- Working knowledge of MRP; (BPCS or ERP/LX software a plus)
- Advanced MS Excel and MS Access ability and proficiency with MS Office
- Experience with COGNOS preferred
- APICS certification a plus
- Bachelor of Sciences Industrial Engineering, Operations or related discipline
- Continuing education in lean manufacturing a plus

ATTRIBUTES

- Ability to work well under pressure, mitigate production issues, handle multiple projects simultaneously and meet deadlines is essential
- Strong analytical, written and verbal communication skills
- Self motivated, willing to take initiative and get things done
- Excellent problem-solving, communication, team-building and inter-personal skills
- Critical thinker, common sense
- Active listening skills

- Role model for the company culture; personal accountability
- “Don’t ask for permission, rather ask for forgiveness”
- Innovator who is not afraid to take calculated risks
- Results-oriented, focused
- “Analysis” without “paralysis”

ABOUT THE DIRECTOR OF OPERATIONS

- Not a micro-manager but believes strongly in metrics-based accountability and a strong work ethic
- Will provide the resources and coaching needed for success
- Looking for new ideas and the ability to execute to improve production processes and systems
- Need a “can do” attitude with the willingness to take a risk on a new idea

VISION

- Highly efficient, lean production environment
- Production agility to effectively react to ever-changing customer demand
- Better quality and on-time delivery to meet and exceed our customers’ expectations
- Well documented production processes, less reliance on “tribal” knowledge

CORE VALUES

Teamwork

- All team members are valued
- Work together as a team across departments
- Play a proactive role in being a part of the solution
- Ask for help when needed and help others in need

Positive Family Environment

- Have a positive influence on everyone you encounter
- Be courteous, friendly, and maintain a warm environment
- Be supportive and approachable

Open and Honest Communication

- Build strong relationships based on trust
- Ask for and provide unsolicited feedback in a respectful manner
- Be open minded and listen

Sense of Urgency

- Apply 80/20 rule to ensure maximum efficiency and increase focus
- Be enthusiastic, passionate and determined
- Take necessary steps to achieve goals set forth in a timely manner

Drive Improvement and Embrace Change

- Don’t be satisfied with the status quo

- Be innovative and creative
- Identify opportunities to be more efficient

Be Accountable

- Take the initiative
- Align work with achieving Key Results
- Use sound business judgment to do what is right for the customer and the company