

## **Operations Manager**

### **Job Summary:**

The production manager is responsible for the day-to-day planning, building, and shipment of manufactured products. This individual should be able to establish and maintain a work culture that ensures a safe and healthy work environment while maintaining product quality, and on-time customer deliveries.

### **General Responsibilities:**

- Coordinate production and purchasing teams to insure schedule and customer deliveries are met
- Effectively communicate senior management's direction to the Operations team to ensure that they are efficiently working to support the requirements of the business
- Manage the Operations team to ensure that processes and controls are in place that will allow accurate financial reporting.
- Implement new process controls as needed to ensure there are efficient and controlled process
- Manage the Operations department to ensure that all personnel issues are handled effectively and that there is good and consistent communication regarding the goals of the Operations department
- Maintain a strong working knowledge of the company's ERP System
- Identify both software and procedural improvements to the Operations process to eliminate waste

### **Job Qualifications:**

- Bachelor's Degree in Business Management or the equivalent of 10 years in manufacturing operations, including purchasing, product costing and planning
- 5-10 years of hands on Management experience in a high mix, low volume manufacturing environment preferably in the wireless communication industry
- Strong knowledge of accounting and controls in a manufacturing environment

### **Physical Demands:**

The physical demands described within the Responsibilities section of this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to be independently mobile and may have to lift up to 40 pounds. The employee is also required to interact with a computer, and communicate with peers and co-workers.

**Disclaimer:**

It is the policy of Janteq Corp. to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Janteq Corp. will provide reasonable accommodations for qualified individuals with disabilities. Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.