

Job Description Form

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| Job Title: Production Manager | Date Created: 09/15/15 |
| Reports to (Title): Facility Director | Department: Operations |
| Location: Clinton TN | |
| Position Type (FT, PT, Temp): FT | FLSA Status (Exempt, Nonexempt): Nonexempt |

GENERAL DESCRIPTION (SHORT SUMMARY OF ESSENTIAL JOB FUNCTIONS)

A Production Manager is responsible for all technical asset-processing operations in a MARRc facility. This includes employee development, capacity planning, functional test activities, data erasure activities, and asset repair processes. Additional responsibilities include health & safety compliance for assigned groups, on-time delivery of service, quality and cost. This person must manage team leaders effectively to ensure a safe and productive workforce. While reporting to the Facility Director, this role must also work closely with business development, and sales to understand customer requirements while also partnering with HR to properly staff and manage the work force. Although an operations role, this professional is expected to occasionally interface directly with customers and outside suppliers when necessary. Therein, position is responsible to:

- Effective communication of company's beliefs, policies and procedures. Create a truth-filled and transparent atmosphere with all company employees and contractors on-site. Deal with morale issues by partnering with HR and management thru proactive and timely communication.
- Create a safe and secure work environment thru utilization of safety procedures and processes. Clearly communicate safety expectations to all staff on a regular basis thru near miss examples, lessons learned and safety tools (e.g. job safety analysis, monthly safety chats)
- In partnership with HR, the role will be accountable for helping interview, orientate, develop, mentor, and manage direct and indirect staff assigned to the departments within their span of control;
- Partner with Team Leaders and HR to provide adequate staff resources to the operating team. Validate that all new employees are properly trained and mentored by team leaders through use of audits, inspections, or other methods. Ensure HR Policies and Practices are communicated and enforced (ex. Attendance, Disciplinary, and Conflict Resolution).
- Participate in weekly forecast meeting towards meeting the monthly sales target, as well as provide annual budget input.
- Coordinate daily and weekly asset processing activities (e.g. functional test, data erasure, and repair) at the site through effective scheduling and resource planning activities. Build and execute actionable operating plans, to achieve on-time delivery in support of monthly forecast commitments. Ensure timely communication with HR and Management on headcount requirements;
- Recommend to management for purchases of supplies and materials as needed;
- Using problem solving tools and techniques, the role will be responsible for clearly identifying root cause of problems occurring in the production, inventory management, safety, or product quality of the business;
- Ensure the work areas are maintained in a clean, organized, and safe manner; this may be executed and sustained using signage, cleanliness standards, organization of tools, job stock, supplies, material in process, and inventories;

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- The role will be responsible for ensuring assigned production targets are delivered at the acceptable quality level, and on time; this would be communicated via KPI reporting, metrics boards, daily startup (of shift) meetings, and other methods;
- Ensure timely corrective action reporting, through closure, of incidents related to inbound and outbound orders (including timely communication to Customer Service, Sales, and Management), impacting service and quality levels; reprioritize work queues as needed to ensure consistent and timely delivery of products and services.
- Other duties, as required, in support of the vision, mission and goals

JOB SKILLS AND WORK EXPERIENCE REQUIREMENTS

Required Skills:

- Operational management experience to lead plant in the absence of the Facility Director;
- Intermediate proficiency with MS Office (with emphasis on MS Word, Excel, and PowerPoint);
- Proven experience at an intermediate level with team leadership, and technical management skills applying light manufacturing and/or electronics recycling methodologies;
- Familiarity working within a structured Quality Management System (ISO, Six Sigma, etc.)
- Ability to collaborate effectively with all levels of staff and management;
- Proven experience at an intermediate level leading and participating on teams in a collaborative environment;
- Well developed interpersonal skills and professionalism;
- Operational experience using of root cause failure analysis and problem solving skills;
- Ability to work independently and multitask in a fast-paced, detail and production oriented environment;
- Ability to travel occasionally

Desired Skills:

- Advanced communication and listening skills;
- Well developed analytical and decision making skills;
- Well developed team building and conflict resolution skills;

EDUCATION AND TRAINING REQUIREMENTS

Required Skills:

- High School Diploma (or equivalent) required
- Candidate must have a Bachelors degree in a Business, Supply Chain and/or Logistics discipline or equivalent experience in an industrial skilled trade leadership role
- Candidate must have 3 to 5-years experience in an operational leadership role in an Industrial, Skilled Trade, or Light Manufacturing industry
- Candidate must have 3+ years of direct supervisor experience with 20+ employees at one time

Desired Skills:

- Candidate must have 3-years experience in an Information Technology Asset Disposition (ITAD) facility and operational experience;

TO APPLY CONTACT:

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