



Job Title: Operations Manager	JD-047
	Revision: 10/12/17
	Dept: Manufacturing

Position Summary:

Plan, direct, and coordinate the operations of the Kent facility for Western Integrated Technologies. Responsible for ensuring company policy and practice is followed, managing daily operations, planning the use of materials and human resources and maintaining the financial health of the region.

Minimum Educational Requirements:

1. Bachelor Degree in Business related field preferred or equivalent experience.

Desired Qualifications:

1. Management – Minimum 5 years of experience managing diverse teams including manufacturing and warehousing facilities.
2. Financials – Minimum 3 years of experience managing profit and loss statements.
3. Communication Skills – Excellent written and verbal communication to employees as well as experience providing weekly and monthly reports to corporate staff.
4. Computer Skills – Proficient in Microsoft Office, experience using ERP Systems preferred.
5. Production Planning with hands on LEAN and Six Sigma experience.
6. Experience with distribution software ie. P21, a plus.

Typical Job Duties:

1. Day to day management and improvement of the Operational team, systems, processes, and policies in support of Western Integrated Technologies' Mission Statement while remaining within budgetary constraints.
2. Implementation of company policies, goals, objectives, and procedures.
3. Play a significant role in long-term planning, including an initiative geared toward operational excellence.
4. Review financial statements, other performance data, and goal achievement to determine areas needing cost reduction and/or productivity improvements.
5. Work directly with corporate Support Services (HR, IT and Finance), ensuring effective and efficient communication between support and business functions.
6. Assist in special projects as necessary.

Supervisory Responsibilities:	Yes
Salaried/Hourly Position:	Salaried
Amount:	DOE
Reports to:	General Manager
Traveled Required:	No