

# Job Description

## **MANUFACTURING MANAGER**

Melbourne-Mnemonics-Inc.

### **US CITIZENSHIP REQUIRED**

### **SUMMARY**

The Manufacturing Manager manages production functions to ensure products are manufactured to quality standards while meeting budgeted cost standards. This individual has the responsibility and authority to perform the assigned tasks listed below.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manufacturing:
  - Administers all production departments by managing/supervising, guiding, and/or directing all personnel within respective department(s) to ensure necessary labor is performed in prescribed times.
  - Inspects and oversees various functions including board assembly, chassis assembly, final assembly, integration of materials and processes, proficiency test procedures, etc., to ensure quality production and assist production employees in the proper performance of their function.
  - Assists in development of realistic budgets and schedules for their respective department(s).
  - Assists in the determination of manpower, materials, and equipment, etc., to produce assigned subassemblies, and/or systems to meet customer specifications.
  - Schedules and assigns employees under his/her supervision to work, and/or assigns work to employees.
  - Assists on decisions regarding methods, equipment and materials employed to accomplish work.
  - Disciplines employees under his/her supervision for cause.
  - Ensures that schedules and shipment dates are met.
  - Ensures cost budgets are met.
  - Maintains a safe workplace and makes recommendations to ensure same; reviews and reports to all accidents within jurisdiction, analyzing cause and suggestions to prevent future like occurrences.
  - Maintains security requirements within jurisdiction.
  - Follows and requires those under his/her supervision to follow standard company policies and procedures.
  - Maintains an organized and overall clean neat Production Area.
  - Counsels employees with regard to employee-related problems, as well as employment decisions, and assists them in all their responsibilities.
  - Performs employee appraisals and evaluations and recommends personnel transactions regarding transfers, and promotions, separations, leaves of absence, etc.
  - Prepares reports as required.
  - Assists employees on any questions or concerns they may have and/or refers them to appropriate personnel.
  - Reports any peculiar or extraordinary employee behavior as soon as noticed to Human Resources Manager.
- Other:
  - Ensure alignment with other functional groups.

- Monitor performance indicators for optimal resource utilization and minimum total cost.
- Responsible to perform “ad hoc” analysis and reporting, as required.
- Responsible for performing other related tasks deemed necessary by superiors.
- Responsible for participating in the quality management system initiatives and adhering to all requirements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

Bachelor’s degree, industrial/manufacturing engineering, logistics, or related fields or equivalent related experience. General knowledge of electronic manufacturing business activities and specific knowledge and experience with ERP, systems required. Demonstrated ability to plan strategically, implementing key performance measures, and motivating/directing teams. Demonstrated ability to quickly interpret, analyze, and apply complex data. Excellent communications ability, both written and verbal. Team player with strong communication, presentation, and interpersonal skills. Able to work in a fluid and dynamic, high growth environment.

Experience: Strong Low to Mid-volume, high quality-oriented manufacturing experience. Broad based experience with high reliability electronic manufacturing. Hands on experience with ERP systems. Demonstrated success in managing and improving all manufacturing processes. Must have demonstrated the ability to “roll up the sleeves” when needed while at the same time demonstrated the ability to think strategically for long term company success.

### **MEASURABLES**

- Meeting on time completions to schedule goals
- Meeting cost budget goals
- Meeting product quality goals
- Meeting employee retention goals

E-Verify Job Type-Full Time

9/80 work week

Drug Free Workplace Salary: \$35 / hour

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans or disabled veterans.