



Nortech Systems, a high mix/low volume electronic contract manufacturer, has an immediate opening for an Operations Manager, which is an exempt salaried level position in the Garner, Iowa facility.

SUMMARY

Provides leadership in the development and implementation of activities within manufacturing to meet production requirements at lowest cost consistent with quality and reliability requirements. Plans and administers procedures and budgets. Makes budgetary recommendations on capital expenditures and direct/indirect labor. Selects and develops personnel to ensure the efficient operation of the manufacturing function. Integrates the manufacturing function with Engineering, Program Management, Sales & Marketing, Finance and other functional areas. These objectives are achieved in part by delegating his or her authority to subordinate managers and supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

TYPICAL ACTIVITIES:

1. Strategic Planning/Integration

Determines manufacturing strategies designed to meet present goals which will also result in future growth of the business. Develops staffing and facility plans to provide capacity for meeting operating plan. Ensures most effective new production introduction process by integrating activities within manufacturing with those of Sales & Marketing, Engineering and Materials. Recommends purchase of new equipment for expansion, efficiency improvements and cost reduction.



2. Customer Satisfaction

Understands customers' business needs and guides manufacturing activities to deliver products of unmatched value within agreed upon timelines. Acts as liaison as necessary to resolve issues.

3. Financial Performance

Develops effective production strategies, plans and processes that create maximum return on investment. Combines and approves budgets to support manufacturing plan. Ensures production schedules meet approved inventory targets, customer delivery targets and planned capacities. Influences quality, cost of production and work-in-process levels through subordinate leaders. Commits to continually improve performance by reducing operating costs, time-to-market and waste, while increasing system throughput.

4. Resources

Ensures the most cost-effective utilization of manufacturing resources (personnel, equipment, supplies, etc.) in a manner that meets business objectives. Actively promotes the continuing development of leaders and team members within the organization to ensure a knowledgeable, skilled workforce is available to carry out business plans.

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisors who supervise individuals and teams within the Manufacturing. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS The successful candidate shall have experience and demonstrated success in a lean manufacturing operation as a person who solves problems. The ideal candidate will have knowledge of ISO9001 quality systems and have past experience working in the electronic contract manufacturing environment.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; and four or more years related experience and/or training; or equivalent combination of education and experience. Conceptual, strategic knowledge of products, customers and competitors markets, generally gained by at least five years of progressive circuit assembly management experience – or equivalent combination of formal education and practical experience.

This is an excellent opportunity for individuals seeking a challenging career with a highly successful company. To be considered for this opportunity, please send your resume along with salary requirements to E-mail: garnerjobs@nortechsys.com. No phone calls accepted. Chemical testing will be required. EOE/AA-M/F/D/V

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