

JORDAN MANUFACTURING COMPANY, INC.
JOB DESCRIPTION

Job Title: Director of Manufacturing

Reports To: VP of Manufacturing

Summary of duties and responsibilities: Jordan Manufacturing is seeking an experienced Director of Manufacturing to be responsible for the overall fast-paced multi-plant manufacturing operations. The Director of Manufacturing's primary responsibilities will include ensuring all the multi-plant efficiency and productivity goals are achieved and future goals are continuing to raise the performance expectation. The director will ensure lean standard safe work methods are in place, documented, and executed through a direct report plant manager and plant staff. The director will uphold and practice safe work habits to ensure the manufacturing operations are as safe and efficient as possible.

Primary duties and responsibilities:

1. Plan, communicate, and implement the company's overall manufacturing and customer fulfillment strategy to maximize on time service, efficiency, and productivity.
2. Ensures plant resourcing is sufficient, customer demand is met, project deadlines are achieved, and the product quality meets or exceeds expectations.
3. Sets the plans for products, processes, capacity evaluation, factory efficiency, productivity, and profitability with the goal of year over year improvement.
4. Works with leadership to develop operating and capital budgets.
5. Support VP of Manufacturing with long range operating goals, expansion efforts, and implementation of new and advanced technology.
6. Directly supervises plant managers, engineers, quality control, and EH&S to ensure smooth execution of projects and production.
7. Oversees and participates in recruitment, hiring, and training of plant staff.
8. Sets key performance indicators for the plant that align with organizational goals and reviews progress toward these goals with the plant management staff on a frequent basis.
9. Responsible for executing lean process principles and visual management throughout the plants.
10. Works cross functionally to solve problems and drive process improvements.
11. Directly supervise, coach and mentor direct reports and ensures standardized training and measurement systems are built into the production teams.
12. Ensure training is carried through from plant management to the production workforce.
13. Provide constructive feedback in formally documented employee performance reviews.
14. Meet cost, productivity, accuracy, and timeliness targets through scorecard metrics reported to leadership monthly.
15. Maintain metrics and analyze data to assess performance and implement improvements throughout the production process.
16. Champion cross functional ways of working to promote seamless customer service and efficient processes.
17. Drive methods for improvement such as lean manufacturing and six sigma.

18. Collaborate closely with designers and engineers in the product development phase including the creation of the first prototype, assessing market fit, feasibility, impact on processes, quality, and resource needs to scale production.
19. Ensure company complies with applicable laws and regulations (OSHA, DOL, etc.)
20. Provides training for important topics such as risk mitigation, safety protocols, usage of new equipment, and industry best practices.
21. Performs other duties as required.

Education/ Training/ Experience:

1. 5 years working experience as a manufacturing thought leader with proven results.
2. Demonstrated ability to lead and manage direct reports driving improvements throughout the system.
3. Experience making crucial decisions in high pressure situations.
4. Excellent analytical, problem solving and organizational skills.
5. Ability to work cross functionally and handle multiple projects that deliver on time.
6. BS in Business Administration, Engineering, Finance, or similar relevant field.
7. MBA preferred.
8. Lean Certified and Six Sigma preferred.

Skills:

1. Have a deep understanding of systems and processes, combining critical thinking with the expertise to optimize production efficiencies and output.
2. Organized, proactive, and motivating team leader.
3. Computer experience in ERP systems, reporting, and MS Office.
4. Strong communications, writing, and interpersonal skills.
5. High EQ.

Physical environment/ Working conditions: The position oversees multiple plants and will require some travel. Work duties in the factory and office could involve sitting, standing, walking, and lifting for long period of time throughout the day.

Other: Must be team and goal oriented