



Operations Manager

Reports to: Vice President of Operations
FLSA Status: Exempt
Shift: 1 (Days)

Department: Shop Supervision
Location: Seattle

Opening Date: September 5, 2018
Closing Date: Open Until Filled

JOB SUMMARY

In accordance with the company vision, mission and directives of Red Dot Corporations' Executive Leadership Team, the Operations Manager is the principal organizational leader for this site. This role is responsible in the planning, developing and implementing of policies and objectives for the following departments: Production, Production Support, Assembly, Receiving, Stockroom and Shipping Areas. This position must be a team player, and have the strategic vision and experience to take the site operations to the next level.

ESSENTIAL FUNCTIONS

1. Responsible for location oversight: planning, development and establishment of policies and company objectives including, but not limited to; operations, customer service, quality and financial results.
2. Must be able to aggressively, effectively, and efficiently manage all operational activities.
3. Must ensure to uphold established quality practices.
4. Must be a champion in promoting the CORE company values throughout the business.
5. Develops and manages budgets to meet short term and long term profitability objectives.
6. Exhibits operational control in administrative objectives and financial reporting procedures
7. Manages fundamental corporate policies and procedures to meet established local and national laws.
8. Develops positive working relationships with key individuals within customers', suppliers' and other strategic supporting businesses and/or associations, and peers.
9. Collaborates with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate growth objectives of the organization
10. Responsible for shipping/sales for \$35 million/year
11. Must possess thorough understanding of functional areas and excellent leadership skills.
12. Main operational duties include oversight in the following areas:
 - Safety
 - Quality
 - Delivery
 - Productivity
 - Finance
 - Inventory
 - Employee Relations

JOB QUALIFICATIONS

- Bachelor's degree in business or comparable industry experience in business management of at least 5 years in a variety fields related to general business management experience; including responsibility for financial performance and reporting.
- Can rely on extensive experience and judgment to plan and accomplish goals.
- Knowledge and experience in Lean Manufacturing, Six Sigma and Total Quality Management (TQM) is desirable.
- Ability to analyze and interpret production efficiency, quality and throughput data.
- Previous experience and proven success in taking operations to the next level



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- Change agent; the ideal candidate must have a passion for change.
 - Excellent leadership skills
 - Excellent communication skills via verbal and written

We offer a competitive Medical/Vision, Dental, 401(k) and other voluntary benefits. For more information about our Company, please visit our website at www.reddotcorp.com

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