



Job Location:

2930 Greenville Hwy Easley, SC 29640 (864) 859-7548

Contact Information:

Michael Hachee Wilbert Plastic Services 2930 Greenville Hwy Easley, SC 29640

(864) 859-7548

MHachee@wilbertinc.com

Operations Manager

I. DUTIES AND RESPONSIBILITIES

- ◆ Responsible for planning, organizing, and directing the manufacturing functions of the plant.
- ◆ Direct the overall manufacturing effort of the organization with the coordination of all departments that directly affect manufacturing in order to maintain operational efficiency.
- ◆ Plans, develops and implements organization policies and goals.
- ◆ Analyzes division or department budget requests to identify areas in which reductions can be made, and allocates operating budget.
- ◆ Confers with administrative personnel and reviews activity, operating, and sales reports to determine changes in programs or operations required.
- ◆ Directs preparation of directives to division or department administrator outlining policy, program, or operations changes to be implemented.
- ◆ Promotes organization in industry, manufacturing or trade associations.
- ◆ Carries out supervisory responsibilities in accordance with company policies.
- ◆ Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- ◆ Responsible for the strategy and long term planning of the manufacturing operations to ensure continued success in meeting customer expectations.
- ◆ Direct and plan the operational efforts of the manufacturing departments to ensure compliance with company policies and practices in areas such as safety, TS, ISO as well as any necessary regulatory compliance.
- ◆ Work with sales and materials planning groups to ensure customer satisfaction relative to delivery schedules and commitments.
- ◆ Determines needs for necessary capital equipment for both the operations as well as support equipment and facilities.
- ◆ Develop plans and strategies for ensuring the efficient use of materials, machines and human resources.
- ◆ Review production costs and product quality, and modify production and inventory control programs to maintain and enhance profitable operation of division.
- ◆ Benchmark operations of competing organizations and devise plans to incorporate appropriate technologies, processes and procedures to improve the business.

- ◆ Performs **ANY** and **ALL** duties as directed by the Plant Manager to achieve maximum plant performance.