



DIRECTOR OF OPERATIONS

Job Description:

The Director of Operations (DOO) is responsible for the planning and execution of System Seals, Inc.'s production, logistics and quality operations. The DOO is responsible for the oversight, management and continued development of processes and procedures for improved quality and operational efficiencies. Key attributes for this role include: strategic and tactical planning; optimizing plan execution; reduction of operational waste; a focus on metrics (KPI's) to validate efficiencies and progress to plan; development of talent; cross-functional leadership; and a clear understanding of the financial impact of operational activities. The position reports to the President.

Essential Duties and Responsibilities:

1. Oversee the planning and execution of the company's production, logistics and quality operations. Work with members of each team to meet or exceed the respective internal and external targets. Monitor all priorities, specific and collective assignments and establish appropriate standards for accountability. Take specific steps to insure accountability related to all employees under the DOO's direction and control.
2. Preparation of daily, weekly, monthly production and logistics planning and scheduling for all products. Manage reporting and KPI's to insure operations are meeting / exceeding internal and external (customer) goals. Adjust schedules as needed to accommodate customer needs and inventory planning priorities.
3. Improve on time delivery's (OTD's), reduce errors in production, and improve the quality of finished goods. The primary goals will be focused around metrics to validate efficiency, adding to margins and growth of the business.
4. Reduce direct operational costs, including but not limited to direct and indirect labor and materials, by: improving workflow; reducing waste; reducing bottlenecks; improving material and machine utilization; and improving internal project due dates to insure the meeting of customer due dates.
5. Managing by exception is the ultimate goal. Have full engagement of operational teams. Knowledge of relevant issues and setting goals to analyze and improve performance. Lead strategically while understanding the need to perform tactical duties and perform such duties as necessary. The DOO will take a sincere interest and execute on the development and promotion of talent from within.
6. Maintain safe, clean production facilities to continue top level audits and strive for improvement with ISO certifications and safety audits.
7. Lead change. Ensure that as the company grows, operational capabilities meet or exceed all industry and customer requirements for cost, quality and responsiveness. Work closely with cross functional teams (Project Management, Finance, Quality Assurance, Sales, Strategic Procurement, Information Technology, and Research and Development Departments) to



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establish and implement internal and external processes and practices and to meet and exceed all internal and external requirements.

8. Develop and manage budgeting and budget execution with a focus on product costs and overall margins. This includes overseeing equipment and capital improvements.
9. Develop strategies for the business with a forward-thinking approach for 3-5 year planning and present such strategies to the President. The DOO will have the specific goal of meeting Company-wide weekly, monthly, quarterly, and annual goals as established annually by SSI. In addition, the DOO will work closely with the President on operational planning, goals, and future product innovations and have an active role in senior-level negotiations with client companies and Operations partners.
10. System Seals is a Sales-Driven Company providing sealing technology solutions for a wide variety of industries. The DOO will operate at all times with customer requirements in mind and aim to exceed customer expectations and industry benchmarks in terms of lead times, on time delivery and quality.
11. The DOO will have direct reports leading the Production, Logistics and Quality departments.

Education and/or Experience:

- Bachelor's Degree and 5+ years' experience in plant management, MBA preferred
- Self-starter and a team player that will thrive in an entrepreneurial environment with a sense of urgency
- Demonstrated strengths with respect to Operations capabilities, pricing strategies, material management and negotiation tactics
- Demonstrated success in making decisions and executing strategic plans with a strong understanding of equipment, people and industry
- Large- and small-company mixed experience, leading Operations in a rapid growth environment
- Previous training in Lean Operations, Kaizen, Kanban, Six Sigma, ISO 9000 preferred

PHYSICAL REQUIREMENTS:

- Sit [50%], Stand [50%], Lift [up to 50lbs], Walk, Bend, Stoop, Reach, Push & Pull, as well as Finger/Hand dexterity.

Qualified candidates, please forward your resume to Human Resources at Phyliss@systemseals.com.

System Seals, Inc. is an EOE and offers a drug-free work environment.