

Director of Operations Position Description

Position Summary:

The Director of Operations is responsible for ensuring the timely supply of all Koster Keunen products, in a manner that fulfills each customer's specific expectations, while complying with all safety, quality, regulatory, and financial requirements. This position is responsible for optimizing the coordination of all planning, sourcing, and manufacturing activities required to meet business goals, and reports directly to the VP of Operations. The position requires strong leadership, strategic planning, and problem-solving skills to drive flawless execution.

Position Responsibilities:

- Provide clear and timely communication to the VP of Operations regarding the department's performance in the execution of their operational goals.
- Foster an environment of continual improvement, collaboration, and creative thinking through strong leadership and mentoring skills.
- Ensure compliance with all Safety, Regulatory, and Quality policies/procedures, and participate in their continual improvement. Support customer and regulatory body audits and inspections.
- Ensure the maximum utilization of company resources through proper training, planning, and maintenance, and through the development of contingency and/or risk mitigation strategies.
- Develop and implement KPI's to measure the department's performance, propose strategies to improve performance, and drive their implementation.
- Seek and coordinate support from Quality, R&D, Plant Manager, and sales departments where needed to propose and implement new solutions to technical, logistical, or financial challenges encountered in day-to-day operations.
- Ensure all inventory is properly managed to support business objectives while minimizing costs, including the proper disposition of off specification material and the timely removal of waste.
- Ensure the health of current strategic supplier relationships, oversee negotiations, and seek new strategic supplier relationships.
- Support new product commercialization initiatives by collaborating with Sales, R&D, and plant manager as needed.

Minimum Qualifications:

- BS degree in Engineering, Supply Chain/Management, Logistics, Business, Manufacturing or similar field.
- 10 years of managerial experience in a manufacturing environment.
- Demonstrated ability to interface directly with customers and auditors.
- Demonstrated strong leadership, communication, interpersonal, and analytical skills.
- Ability to multitask and reprioritize objectives as new information and opportunities are realized.
- Strong competency in ERP systems and spreadsheets.