

## Corporate Screen-print/Embroidery Operations Manager

### Supervision Received and Exercised

- Under the direction of the General Manager of the Distribution Center, directs exempt supervisors and hourly Team Members as needed, to assure compliance to existing company policies, safety regulations, and production goals.
- Implement disciplinary actions.
- Collectively, under the direction of the Human Resource Manager & General Manager, administers disciplinary actions.

### Essential Duties and Responsibilities

- Responsible for a multi-shift operation
- Communicates, advises and makes recommendations to Supervisory Staff as needed, to assure compliance to existing company policies, safety regulations, and goals.
- Has purchase, requisition and/or approval ability within the corporate guidelines for Purchasing / Sarbanes Oxley.
- Manages production requirements and leads Production Supervisors to coordinate daily production requirements.
- Reviews production and operating reports and resolves operational, manufacturing, and maintenance problems to ensure minimum cost and prevent operational delays.
- Responsible for the creation, accuracy, and record retention of the Monthly Production reports.
- Participate in budget preparation and administration, up to and including capital asset needs and purchase recommendations as needed.
- Monitors expenditures recommends cost control measures where applicable.
- Recommends measures to improve production methods, equipment performance, design, and quality, up to and including the following:
  - Recommend revisions or enhancements to programs, software, or hardware.
  - Can work directly with Systems / Programming, in revising or enhancing existing systems/programs.
- Raw material utilization, including purchasing, inventory procedures, and vendor compliance.
- Creates or revisions of existing work instructions and job descriptions.
  
- Inspects machines and equipment to ensure specific operational performance, optimum utilization and safe operation.
  
- Works with the General Manager of the Distribution Center or the Human Resource Manager, to investigate and respond to employee complaints and questions concerning day to day operations of the personalization department.
- Leads, directs and manages workflow planning to both organizational and customer requirements.
- Required to attend meetings; internal production, staffing, corporate related as directed and may include some independent travel within and outside the United States.

### Education/Experience

Bachelor's degree in Business or related field, production management from an accredited college or university; or three to five years of embroidery and screen printing production management; or equivalent combination of education and experience. Strong skills in planning, scheduling, and must have good judgment of color and design.

Base salary in the \$75k-\$85k range plus 20 % bonus opportunity. Also full fringe benefit package of medical, dental, retirement and paid relocation.