

**Job Description**  
**Vice President of Operations**

**Full-Time, Salaried / Exempt**  
**Location – Swanzy, NH**

**Job Summary**

Reporting to the President / CEO, the Vice President of Operations individual will be responsible for planning, directing, organizing and controlling the Company's operations in Swanzy, New Hampshire. This includes, but is not limited to, manufacturing and production assembly, logistics and supply chain, service engineering and maintenance functions. The VP of Operations will serve as a member of the Senior Leadership Team and will be responsible for the day-to-day and strategic direction of the Operations' organization.

**Core Responsibilities/Duties**

- Plans, directs and establishes goals and objectives for production, manufacturing, logics and supply chain, service, maintenance functions, which includes production planning, scheduling, resource allocation (equipment and personnel) and materials management.
- Working with the Senior Leadership team, formulates strategic plans and execution strategy for Company's existing and future growth.
- Demonstrates a strong emphasis on process and execution, accountability and performance, and clear internal and external communications; inspires, coaches and supports team members.
- Input on the development of budgets and operation's based expenditures; monitor and maintains profit margins in accordance with established goals and objectives.
- Builds and maintains a continuous improvement culture, setting and achieving goals for cost reduction and efficiency improvements.
- Working closely with his supervisory team, ensures efficient flow of materials throughout the manufacturing facility, with emphasis cycle time, cost reduction and process efficiencies. Prioritizes production schedules based on customer and business demands.
- Initiates and coordinates major projects such as, building improvements, procurement and installation of capital equipment, major repairs, etc.
- Drives implementation of new processes / capabilities in support of strategic growth and continuous improvement activities.
- Identifies, documents and oversees departmental metrics for productivity, safety, and quality.
- Maintains manufacturing floor-level involvement to drive production goals, optimize performance and encourage employee engagement in continuous improvement activities.
- Measures and evaluates company KPG's (business goals).
- Key input to technology and product roadmaps; working with sales, internal coordination of new product launches.
- Develops and maintains internal control systems.
- Provides day-to-day support to Sales and Engineering by identifying manufacturing or specification issues quickly; resolves issues in a collaborative manner.

- Drives the innovation-minded process through manufacturing according to business needs and strategic plan.
- Oversees and ensures an adequate and secure group of suppliers to meet business needs and strategic plan.
- Maintains best 'methods and practices' within the Operation's organization.
- Identifies technical and non-technical operations risks - taking appropriate measures to mitigate; ability to follow-up as solutions evolve.
- Performs other related duties as assigned in accordance with overall job responsibilities.

### **Education and Experience**

- Bachelor's Degree in Engineering, Business Management, Manufacturing or Supply Chain Management.
- >15 years of experience in the manufacturing or procurement of capital equipment, manufacturing systems & operations; 5+ years of experience in a senior-level manufacturing management position; experience with ultra-precision machining / diamond-turning equipment preferable.
- Comprehensive financial management and budgeting skills, to include forecasting and business-systems expansion, CRM and ERP employment.
- Computer proficiency in MS Office Suite.

### **Competencies**

- Excellent interpersonal skills (written and verbal communication), ability to articulate ideas and positively influence the organization.
- Able to effectively communicate with technical and non-technical partners at various levels within the organization.
- Strong leadership and self-motivated; ability to motivate other.
- Professional standard of conduct, demonstrating confidential, ethical and trustworthy behavior.
- Superior organizational skills with strong attention to detail.