



Director of Operations

Porex is currently accepting resumes for a Director of Operations. This position is responsible for the full scope of operations within the manufacturing facility. Areas of responsibility include Maintenance, Materials Processing and Control, Quality, Engineering, Purchasing, Shipping and Receiving, Environmental Health and Safety. Additional responsibilities include facilitating and directing the continuous improvement of the Plant's operational performance as it relates to profitability, quality, productivity, on-time delivery, inventory investment and cost controls.

To apply for this position, click on the link to submit your resume to: [Director of Operations](#) or visit www.porex.com

Essential Job Functions include:

1. Responsible for meeting and exceeding targets as they relate to profitability, quality, productivity, material waste, on-time delivery and safety.
2. Evaluates and monitors the Quality Management System to ensure it conforms to ISO 9000 (2000) requirements to include all documented statements of the Quality Policy and Quality Objectives, the quality manual, documented procedures, policies and work instructions.
3. Responsible for Plant throughput as it relates to on-time delivery, to customers request dates as well as promised dates.
4. Define, communicate, and meet performance excellence goals.
5. Responsible for the budgeting process to include direct/indirect manning, expense budgets and capital budgets as well as measuring and controlling variances against the set budgets.
6. Responsible for planning and overseeing the execution of various Lean/Six Sigma transformation events targeted towards improving Porex's performance on safety, quality, cost and delivery.
7. Focus on business performance improvements that yield zero accidents, defect free products, on demand and on time delivery at the lowest cost.
8. Focus on business performance that constantly strives to eliminate waste, improve customer satisfaction, and increase market share via the use of Lean/Six Sigma tools and continuous improvement methodologies.
9. Spearhead formal productivity initiatives that drive a minimum of 3% Year over Year cost improvement.
10. Actively participates in the strategic planning of the Porous Products Group manufacturing globalization to maximize service to customers, flexibility of capacity, and reduction of consolidated cost of goods sold. Documents equipment and facility utilization rates and technological strengths and weaknesses.
11. Responsible for the materials management function to support the operations with customer service, planning, scheduling, inventory, logistics and procurement.
12. Continuously improve safety within manufacturing facility by addressing safety issues and promoting safe work practices. Also maintain and improve housekeeping in all areas.
13. Ensures products are manufactured according to specifications, quality standards are met, and delivered on-time to customers.

Qualifications

Education: B.S. degree with focus on Operations Management or related field.

Experience: 8 or more years of experience related to Plant or Operations Management. Experience with complex manufacturing and/or engineering processes. Must have thorough understanding of Lean Manufacturing, Flow Manufacturing and/or Theory of Constraints.

Other skills and abilities required include:

1. Progressive, flexible, and team oriented; possess results-based style and skill set with strong influencing skills.
2. Able to communicate effectively, both written and verbally, to direct and motivate team and others at all levels of the organization, maintaining a persuasive and credible presentation style.
3. Ability to effectively manage multiple complex tasks simultaneously, planning and scheduling work and activities to routinely meet cost and schedule parameters.
4. Ability to anticipate, negotiate, and manage conflicts, problems, changing situations and deadlines.
5. Strong analytical skills and process focused.
6. Ability to establish, maintain and implement training programs to support the Plant for ensuring a knowledgeable and qualified workforce.
7. Ability to establish, maintain and implement information systems to support the operational needs of the Plant.
8. Must be able to work closely with Sales, Marketing, R&D and SBUs to support the overall growth objectives of the Corporation.
9. Strong troubleshooting and problem solving skills.

To apply for this position, click on the link to submit your resume to: [Director of Operations](#) or visit www.porex.com

Porex is an Equal Opportunity Employer and we are committed to a Drug Free Workplace