**DIRECTOR OF OPERATIONS**

**H&T Global Circuits** is a worldwide leader in PCBs, LCDs and adjacent electronic products, and one of the largest privately owned printed circuit board manufacturing companies in the United States. H&T Global Circuits provides small and large corporations, including government agencies, worldwide manufacturing solutions that meet ever-changing global technology shifts through domestic and off-shore channels including industry-leading rapid prototyping.[More...](javascript:void(0);)

**JOB DESCRIPTION: Director of Operations**

**General Summary:** The Director of Operations will be primarily responsible for managing and directing all areas of manufacturing to produce products and direct activities so that approved products are manufactured on schedule and within quality standards and cost objectives. The Director of Operations works closely with site management, site employees, and companywide functional departments such as Quality Assurance and Compliance, Human Resources, Accounting, Engineering, Purchasing. Specifically, the Director of Operations is responsible for the performance of the Operations and Maintenance Departments.

**RESPONSIBILITES:**

* Provide leadership and direction to the production departments including but not limited to plant operations and maintenance.
* Assists other senior staff members in the development and formulation of long and short-range planning, policies, programs and objectives.
* Develops the manufacturing plan and establishes procedures for maintaining high standards of manufacturing operations to ensure that products conform to established customer and company quality standards.
* Achieves optimum employee levels with least amount of overhead and raw material costs to meet annual budgetary plan.
* Formulates and recommends manufacturing policies and programs that guide the organization in maintaining and improving its competitive position and the profitability of the operation.
* Directs and monitors department managers to accomplish goals of the manufacturing plan, consistent with established manufacturing and safety procedures.
* Acts as liaison between department management/subordinate levels, as well as executive/department manager levels to inform personnel of communications, decisions, policies and all matters that affect their performance, attitudes and results.
* Hires, trains, develops and evaluates staff.
* Identifies, recommends and implements changes to improve productivity and reduce cost and scrap, monitor scrap and rework data.
* Directs the establishment, implementation and maintenance of production standards. Manage the staff and maintenance of facilities, equipment, utility systems and compliance with all regulatory agencies having jurisdiction.
* Evaluate, develop and implement departmental policies and procedures, goals and objectives, and standards of work performance for the maintenance and repair of equipment
* Manages and directs Production Managers and Team Leads working on programs to meet organizational needs
* Coordinates department activities, through employees to ensure production is completed on time
* Establish and manage the department’s budget to ensure financial goals are met
* Develop, implement and maintain maintenance related systems to support the continuous manufacturing requirements.
* Coordinate with management and staff to review and approve plans for new equipment installation and layout to ensure operational efficiency
* Initiate and drive continuous improvement activities to ensure plant sustainability
* Manage employee’s performance through establishing expectations, holding people accountable and developing the understanding of the sense of urgency
* Partner with other departments regarding the resolution of problems, the implementation of new procedures or process, and the injection of new products or product lines
* Ensure good business communication practices are engaged at all levels to ensure key stakeholders are well informed and have the ability to appropriately respond.
* Ensure all process changes, equipment changes or product changes are understood by affected employees in a timely fashion.

**COMPETENCIES:**

* Must have strong working knowledge of 5S, Lean Manufacturing principles and statistical problem solving schemes (such as Six Sigma or Shainin RED X).
* Demonstrates effective oral and written communications skills, especially in the ability to present concepts and articulate business value.
* Must understand the essential components of material flow through a factory.
* Must be able to write standard manufacturing documents, test procedures, process instructions, packaging instructions, etc.

**QUALIFICATIONS:**

* Bachelor of Science in Business, Mechanical, Electrical, or Industrial Engineering, required. MA or MBA preferred.
* Minimum 5 years in a supervisory capacity managing people
* Must be proficient with JTS or similar software
* Minimum 5 years experience in PCB manufacturing.
* Advanced proficiency with Microsoft Office programs**.**