



Date: 17 December 2020

Job Description

Operations Manager

JOB REQUIREMENTS SUMMARY:

- Provide direction and guidance to direct reports. Provide the company with trained and qualified personnel to plan production operations, procure material, assemble, and test Tampa Microwave's (TM) products. Ensure these individuals consistently train to improve their knowledge and capabilities.
- Implement and sustain a program of continuous process improvement within the department using appropriate methods to reduce support costs, material costs and cost of quality.
- Ensure Production is represented on all TM design teams to address issues of product producibility, testability, design to cost and design for manufacturability.
- Assume responsibility for all Environmental, Health and Safety and facility maintenance activities at TM. Establish training and inspection programs to ensure plant and facility safety. Maintain training programs to keep all employees fully aware of requirements for compliance.
- Maintain close liaison with TM staff members (Vice President of Advanced Development and Manager of Quality Assurance) to ensure TM's program status, capabilities and production capacities are accurately represented to our current and potential customer base. Ensure TM does not make promises we cannot keep. Practice consensus decision making with the senior staff on strategic and tactical issues relating to manufacturing schedules and priorities.
- Exhibit the following personal characteristics: superior communication skills, sound judgement, effective listening techniques, and incisive deductive reasoning ability. Find confusion and uncertainty within Operations and facilitate resolution of these issues.
- Openly display a commitment to ethical business conduct and appropriate social behavior while representing TM on or off our premises.
- Participate in proposal preparation. Identify and incorporate manufacturing themes that are important to customers into our written submissions. Join in pricing reviews to defend and explain labor, material, and manufacturing engineering bids.

PREVIOUS EXPERIENCE: Minimum of five years of progressive experience including management roles in a manufacturing organization.

EDUCATION: High School diploma or equivalency required. Bachelor's degree in a technical or management curriculum is preferred but not required.

SUPERVISION: Vice President of Operations