
Job Description

Quality & Manufacturing Operations Manager

Job Summary:

The Quality & Manufacturing Operations Manager position oversees and manages quality control systems designed to ensure continuous production of advanced composite materials and applications (consistent with established standards, customer specifications and production goals), production control, product engineering, manufacturing engineering, equipment engineering, warehouse, inventory control and potential materials functions such as purchasing and shipping/receiving activities.

The Quality & Manufacturing Operations Manager will resolve problems among different teams and departments. The candidate will translate customer requirements into state-of-the-art manufacturing strategies resulting in cost-effective processes and the profitable manufacturing of company products.

The Quality & Manufacturing Operations Manager will develop operations-related plans, budgets, policies, and procedures. The candidate will maintain safety and regulatory compliance relating to quality and production facility. The candidate is responsible to select, develop and evaluate personnel to ensure a competent workforce. The candidate will also ensure production follows appropriate workflow and assembly methods so that manufacturing performance and quality goals are met.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for quality, manufacturing, warehouse, and logistics management.
- Develop, implement, and maintain the quality control and manufacturing activities.
- Oversee development and implementation of standards, methods and procedures for inspecting, testing and evaluating the precision, accuracy and reliability of company products.
- Review and approve adequate plans for the control of planned outputs, labor efficiency, material efficiency, engineering effectiveness, and order entry efficiency, along with labor utilization.
- Develop quality assurance plans by conducting hazard analyses; identifying critical control points and preventive measures; establishing critical limits, monitoring procedures, corrective actions, and verification procedures; monitoring inventories.
- Review performance against operating plans and standards. Provide reports to leadership team in Operations reviews.
- Develop specific short-term and long-term plans and programs, together with supporting budget requests and financial estimates and monitor expenditure.
- Review and approve budgets, cost control reports, cost estimates, and manpower and facilities requirements forecasts.
- Hands-on tooling and machine set up assistance to guide machinists/operators for efficiencies, trouble shooting, root cause analysis and quality standards.
- Monitor production process/procedures for continuous improvement.
- Define, develop and recommend corporate Manufacturing Operations objectives and policies; Leverage industry practices and apply to internal systems and processes.

- Make recommendations for corrective action necessary to ensure conformity with quality specifications.
- Ensure finished products conform to government and company standards and satisfy good manufacturing practices regulations.
- Responsible for accuracy and timely inspection/calibration for all machines/devices.
- Develop and analyze statistical data and product specifications to determine standards and to establish quality and reliability expectancy of finished products.
- Formulate, document and maintain quality control standards and on-going quality control objectives.
- Interact with vendors to ensure quality of all purchased parts.
- Ensure a high level of internal and external customer service.
- Investigate (and correct) customer issues and complaints relating to quality and manufacturing operations.
- Create and direct environmental test functions and applications.
- Design, develop and implement training programs.
- Coordinate and implement Lean, Kaizen and/or 5S activities with each functional work cell.
- Oversee Quality and Manufacturing Operations team to meet corporate KPI.
- Consults with all segments of management responsible for policy or action. Ensures compliance within areas of responsibility and ensures ISO and safety standards are adhered to.
- Any projects/tasks assigned by the company.

Additional Qualification Requirements::

- Bachelor degree in Engineering, preferably Electrical, Manufacturing or Mechanical
- Minimum of 7 years of related experience
- Minimum of 5 years supervisory or management experience
- Proven track record of driving continuous quality improvement in a manufacturing environment.
- Strong knowledge of ISO certifications
- Good communication skills, both written and verbal
- Lighting or LED technology experience preferred.
- Experience in quality control, warehouse product operation management, production planning, material handling, etc.
- Intermediate to Expert knowledge of MS Office suite to include Excel, Word, Access, Outlook and ERP/MRP/WMS systems
- Bilingual in Mandarin is a plus.

Competencies

- Technical Capacity.
- Organizational Skills.
- Problem Solving/Analytical.
- Customer/Client Focus.
- Time Management.
- Collaboration.
- Performance Management.
- Leadership.
- Business Acumen.

Supervisory Responsibility

This position has supervisory responsibilities. It requires to manage all employees of the department and is responsible for the performance management and hiring of the employees within that department.

Work Environment

This job operates in a professional manufacturing environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines and requires the management of personnel and equipment in a manufacturing or warehouse environment.

Position Type and Expected Hours of Work:

This is a full-time position and mainly works in front of the computer. 40hours per week. Evening call may be required with the Headquarters.

Travel:

Travel is primarily local during the business day, although some out-of-the-area/international and overnight travel may be expected.