



Job Description Form

Division/Department:	Operations
Location:	Boalsburg, PA
Job Title:	Manufacturing Manager
Reports to:	CEO

Level/Grade	Type of position:	Hours_____ / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

General Description

- Overseeing the production process, drawing up and meeting a production schedule.
- Ensure planned KPI's of efficiency and performance are met or exceeded.
- Ensuring that the production is cost effective.
- Track competencies of subordinates and provide leadership and development as required to achieve the objectives.
- Ensure implementation and evolution of safety procedures.
- Develop and execute the yearly manufacturing plan (AOP) to deliver the business objectives (production volume, manufacturing controlled cost, quality, safety ...).
- Establish and maintain a standard of performance for the operation.
- Insure the alignment of the manufacturing organization with the company vision, purpose and priorities.
- Develop and track improvement in reduction of planned dl hours.
- Coordinate, set up and implement standard operating procedure for all production operations.
- Making sure that products are produced on time and are of good quality.
- Conduct Performance appraisal for direct reports & ensure it is done for the rest of the production areas.
- Ensure continual improvement with overall quality of product.
- Working out the human and material resources needed.
- Drafting a timescale for the jobs.
- Estimating costs and setting the quality standards.
- Manage the manufacturing operation consistent with the company operating guidelines.
- Establish individual accountability using coaching and support and performance management process.
- Assess manufacturing operations staffing and skill requirements. Develop plans to address needs.
- Institutionalize manufacturing Best Practice Tools and Processes.
- Establish manufacturing priorities and allocate the resources.
- Ensure compliance with environmental policies, systems and processes.
- Ensure effective management of performance in the department to meet business needs.

Work Experience Requirements

- 10 -15 years of manufacturing experience and ability to identify process improvements.
- Direct experience in the manufacture of electronic assemblies
- RF/Microwave production experience desirable
- Previous Production and / or Plant Management experience.
- Experience and competence with ERP/MRP systems such as SAP.
- Strong leadership skills.

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- Proven track record of delivering results.
- Hands-on manager with financial knowledge.
- Lean manufacturing / continuous improvement background.
- Able to manage a diverse group of people and motivate staff to work together as one team.
- Basic computer skills including Microsoft Office products.
- Strong communication skills in English.
- Good understanding of basic financial analysis.
- Team leadership and alignment skills.
- Analytical thinking – able to translate vision into action.

GENERAL REQUIREMENTS

- Ensure tasks undertaken are consistent with safe working practices and adhere to the requirements of the Locus Microwave/Codan OHS&W System.
- Contribute to a collaborative team and work environment to achieve high performance, ongoing learning and improvement.
- Ensure business processes and tasks undertaken are consistent with the company's systems and procedures.
- Must be a US citizen or lawful permanent resident as defined by ITAR regulations.

Education Requirements

- Degree in Manufacturing, Mechanical or Electronic Engineering (MBA preferred) or equivalent experience

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.