**Position:**

General/ Operations Manager

**Position Summary:**

Reporting to the Owner/ President, the Manager is responsible for the safe and reliable manufacturing and on-time delivery of products and services to customers and ensures that business objectives are met for all operations. The Manager oversees all operations, including safety, estimating & sales, drafting & engineering, production, project management and field services, ensuring unity, accountability, and responsibility of each role. Other critical responsibilities include fostering an engaged, people focused culture, controlling costs and overheads, inventory, tracking metric’s and developing future leaders.

The Manager is a growth-minded, steadfast, and diligent doer, who embraces our core values, vision and mission. A servant-leadership mindset is key, understanding that their overall responsibility is to positively impact our employees, vendors and customers.

**Key Focus:**

Clarity, Communication, Resolution, Focus, Accountability, Team Unity & Alignment, Management, Follow Through, Tie Breaker, Removes Obstacles & Barriers, Servant Leadership, Prioritization

**Qualifications:**

* 2+ years of direct management/ leadership experience in manufacturing environment with proven record or positive accomplishments in safety, quality, productivity, cost and people development
* 5+ years at a senior level position with manufacturing/ construction responsibilities including profit and loss responsibility
* Experience with cabinetry, millwork and/ or commercial interiors a major plus, however not required
* Outstanding teaming and interpersonal skills that effectively engage teams to meet business goals and ensure successful networking within the region, the wood products industry, and the company as needed
* Strong business and financial acumen with proven track record of managing company P&L
* Experience working in ERP/ MRP programs
* Demonstrated ability to raise performance by building and maintaining positive relationships with all associates and leaders through coaching, development and instilling a continuous improvement mindset
* Proven record to effectively engage associates in behavior-based safety techniques
* Excellent interpersonal, written, verbal and electronic communication skills
* Strong planning, organizational and implementation skills
* Able to work flexible hours as needed in a production environment

**Principal Duties / Responsibilities**

* Faithfully executes the business plan, achieving or exceeding planned P&L objectives.
* Leads and manages team leads keeping roles and responsibilities clear.
* Integrates the operating system into the business, ensuring everyone is rowing together in the same direction.
* Resolve issues effectively, seeing real problems, being comfortable with conflict calling out problems and solving problems in a practical and healthy manner.
* Ensures the leadership team is healthy, functional, and cohesive.
* Ensures everyone is truly following and adhering to the company’s process driven operating system with consistency.
* Dependably demonstrates a relentless obsession with values alignment, focus, simplicity, and clarity.
* Effectively collaborates with the President and stays on the same page. Maintains a high level of mutual respect with the President. Realizes unique contributions that the President has and possess an ability to filter and translate those ideas into functional plans for the company.
* Confirms all key messages are properly and consistently cascaded across the organization, ensuring everyone is in the know. Verifies that a high level of effective communication exists throughout the organization.
* Develop a people-focused work environment, recognizing that our people are the unique advantage in successfully achieving production, site, and business goals
* Ultimately own reliability, financial, procurement, productivity, environmental and other site stewardship responsibilities
* Ensure adequate staffing levels for operations and business needs
* Develop and improve lean practices and SOP’s
* Engage and foster client relationships, and cultivate new clients and relationships
* Manage growth and spearhead expansion into new markets and segments
* Ensure that business and individual goal setting processes such as capital plans, expense budgets, performance reviews, safety strategic plans and performance management plans are developed and executed with excellence

**We Offer:**

* Competitive Salary: $90,000-$125,000 (DOE)
* Company Paid Health, Vision & Dental
* Paid Sick Leave
* Paid Vacation
* Paid Holidays
* 401K
* A relaxed yet professional environment

**Shift/ Location:**

* Full Time (Exempt)
* Report to one office

Spectrum Woodworking is an Equal Opportunity Employer.