



Operations Manager

Job Description – Operations Manager

Ketchie Inc. is an ISO certified facility, operating CNC equipment. Our capabilities include precision turning, milling, broaching, gear cutting and grinding. In addition, we have a reputation worldwide as a leading source of premium mounted bearings. We serve a broad range of industries including railroad, textile, heavy machinery, agriculture, and industrial equipment. Ketchie is headquartered in Concord, NC and we serve customers nationwide.

The Operations Manager oversees the machine shop operations. Responsible for managing daily output to meet company goals. Oversees Lean initiatives and seek continuous improvement in all areas of responsibility. This position is multi-faceted and the skill sets needed include technical know-how, leadership skills and interpersonal intelligence.

The Operations Manager position reports to the President and works closely with all team members.

Key Job Functions and Responsibilities:

Not only does the Operations Manager oversee production activities, they manage costs and expenses through process efficiencies. The Operations Manager makes sure the proper equipment is on hand and ready to meet production demands. Job duties require the Operations Manager to analyze and adjust work schedules, solve production problems, handle quality issues, and manage customer interactions. Personnel matters will also be the Operations Manager's responsibility. The Operations Manager must plan for employee training and skill development and handle disciplinary issues. Making sure operations align with company policies and procedures is also part of the job.

- Establishes and monitors production and quality control standards, regarding types, quantities, specifications, and required inventory to meet production/sales goals of the company.
- Coordinates with Production Scheduler to adhere to production schedules and aligns staff and work schedules to meet the needs of customers. Coordinates workflow through shifts. Confers with team members to coordinate activities of individual departments.
- Supports activities associated with operating, maintaining, and improving CNC operations and automation.
- Understands, implements, and adheres to Lean Principles of manufacturing including executing 6S and Lean Improvement Events.
- Coordinates production activities with procurement, maintenance, and quality control activities to obtain optimum production and utilization of human resources, machines, and equipment.

Milling • Turning • Grinding • Gear Shaping • Bearing Products

www.KetchieInc.com

201 Winecoff School Road • Concord, NC 28027

Phone: 888-550-0030 • Local: 704-786-5101 • Fax: 704-784-1521



Operations Manager

- Utilizes data to recommend measures to improve production methods, equipment performance, and quality of product. Suggests changes in working conditions and use of equipment, tooling, and fixturing to increase efficiency of shop, department, or associates.
- Monitors profit margin and leads part process reviews with team to ensure margin goals are met.
- Approves requisitions for materials, associates, equipment, and supplies needed for the shop.
- Upholds Ketchie's Core Values and in all work-related activities.
- Oversees two shifts of operation.
- Interprets company policies to associates and enforces safety regulations.

Capabilities and Success Factors:

- A Bachelor's degree in Engineering, Manufacturing, or related field along with a minimum of five years of experience in a machining leadership role and a demonstrated knowledge of lean manufacturing principles. Preferred prior experience would include in a high mix, low volume fast paced machine shop with the ability to develop and implement systems and procedures as they relate to process development and flow.
- A team player with the ability to collaborate with cross functional areas to build great product.
- Strong interpersonal skills and ability to work in a very dynamic environment – must have flexibility with an ability to focus and prioritize.
- An individual with a strong ability to multi-task, prioritize, and work to a timeline.
- Strong coaching and leadership skills.
- Flexibility to adapt to deadlines, changing schedules, priorities, and unpredictable events within a fast paced manufacturing environment

Rewards and Benefits:

- Competitive salary
- 401K plan with company match
- Medical insurance
- Dental insurance
- Short term disability insurance
- Long term disability insurance
- Life insurance
- Accidental death and dismemberment insurance
- Paid vacation and holidays

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