

## **JOB TITLE: Director of Manufacturing Operations**

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**Director of Manufacturing Operations**  
**Plano, TX**  
**Report to: VP Global Manufacturing Ops**

**Requisition# 20087**  
**Job Grade: E25**

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### **SUMMARY:**

Responsible for directing UEI's manufacturing operations and warehouse activities through work center managers. Interface with senior managers of engineering, finance, sales, etc., to meet manufacturing objectives. Work with, Quality Control, Manufacturing Engineering, and related support functions to achieve productivity, quality, cost, delivery and profitability goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide leadership and manage all aspects of manufacturing operations listed
- Ensure manpower requirements are in place to meet the production schedule on time, and within quality and cost objectives
- Ensure material receipts are performed properly, and within a timely manner.
- Manage a warehouse team, including storage, cycle counts, kitting, and inventory transactions.
- Oversee Production Planning to ensure maximum utilization while meeting a dynamic production schedule.
- Meet progressively improving quality goals for products and customer satisfaction
- Contribute to process definition and development with supporting teams and help resolve issues.
- Develop and maintain ISO procedures for Manufacturing/warehouse and drive the maintenance of ISO certification
- Manage and forecast a cost center budget in line with company requirements
- Learns about Company's business and tools as appropriate. Shows up to work on time and attends work as scheduled.
- All other duties as assigned by manager.

### **COMPETENCY QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If an employee does not meet the required competency level in any area, a required development training plan will be implemented.*

#### **Job-Specific Competencies:**

*(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)*

- BS degree desired, or 5 years related experience required.
- Requires in depth knowledge about the company's strategies, policies, LEAN, products and services.
- Experience with an ERP, shop floor control, and PLM system
- Ability to follow all applicable Business Management System (BMS) processes.

### Management Competencies:

- 5+ years Supervisory/Management experience
- A knowledge of Manufacturing Quality Standards
- Effective communicator, highly organized
- Strong leadership skills, Ability to motivate others
- Support Teamwork, Create a team environment

### Core Competencies:

*(Other core requirements including communication, presentation, language, math, and reasoning skills)*

- Ability to read, write and speak English.
- Ability to compose reports and correspondence.
- Excellent written and verbal communication skills.
- Ability to use word processing, spreadsheets and electronic office tools.
- Knowledge of basic addition, subtraction, division and multiplication of numbers is required.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Know and follow established company core values.
- Some extended hours are required during end of quarter periods

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 20 pounds
- Lifting Limitations: 50 pounds

### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is usually normal.