

# NOVA FLEX<sup>®</sup>

We're looking for a Manufacturing Manager to join our team.

LOCATION // ST. CLOUD, MN

## POSITION DESCRIPTION

Manages all activities related to operations and assists in development of company products. Assures The Production department stays within budget. Optimizes the use of the facility, equipment, workflow, systems, processes, and people. Attends and actively participates in all L10 leadership meetings. Assists and collaborates with other Senior Leaders of the company to achieve cross-functional financial and operating goals and outcomes. Continually improve manpower utilization within existing departments and processes. Continually look for ways to streamline the Production process. Monitor and determine whether new tools are needed or whether overtime work is necessary.

## KEY OUTCOMES

1. Lead, Manage & Accountability
2. Order Fulfillment
3. Quality
4. Manage Capacity
5. Post Delivery Service

## Physical Demands

Must be able to walk, stand, and sit for up to 8 hours per day. Must be able to lift up to 50 lbs, bend, carry, climb and twist based on job location. Repetitive motion of wrists, hands, and/or fingers.

## JOB RESPONSIBILITIES

- Decide how best to use a plant's workers and equipment to meet production goals
- Ensure that production stays on schedule and within budget
- Involved in the hiring, training, evaluating and disciplinary counseling of all on-site employees
- Analyze production data
- Attends and actively participates all L10 leadership meeting
- Leads Production L10 meetings
- Provides guidance regarding personnel requirements, material need, subcontract requirements, and facility and equipment costs.
- Develops an integral fulfillment / operations team that effectively sells the quality and professionalism of the Company
- Continually improve manpower utilization within existing departments and processes
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives
- Work within the management system to develop initiatives to achieve quality, safety, environmental, product availability, efficiency, and financial objectives.
- Provides training and serves as a mentor to subordinate Managers
- Identifies, recommends, and implements alternatives to save money or improve delivery
- Optimizes the use of the facility, equipment, workflow, systems, processes, and people
- Trains and ensures all assigned employees are aware of and comply with company, government and customer policies, procedures, and regulations

- Maintains a positive and ethical work climate that is conducive to attracting, retaining, and motivating a diverse group of top-quality employees at all levels
- Understand the individuals, as well as the working environment. Challenge to inspire them as so to create not only an effective, safe environment, but a great place to work.
- Directs fulfillment management staff in the completion of day-to-day operations
- Performs other related duties as assigned or requested
- Planning/Organization - Prioritizes and plans work activities; uses time efficiently, plans for additional resources, sets goals and objectives
- Problem Solving - identifies and resolves problems time efficiently, gathers and analyzes information, develops solutions, works well in group problem solving situations, uses reason
- Oral communication - Speaks clearly and persuasively, listens, and gets clarification when necessary, responds informatively to questions, demonstrates group presentation skills, participates in meetings
- Written Communication - Writes clearly and concisely, edits work, varies writing style to meet specific needs, presents numerical data effectively, able to read and interpret written information
- Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality
- Manage People - Includes staff in planning and decision making processes, develops subordinates' skills, and encourages growth, seeks to improve processes, products, and services
- Leadership - Exhibits confidence in self and others, effectively influences actions and opinions

## QUALIFICATIONS

- Minimum Education: Bachelor's degree
- Preferred Experience: 7 years or equivalent combination of education and experience



**NOVA FLEX**<sup>®</sup>

Brightening lives for 10+ years, Nova Flex LED makes custom linear LEDs easy!

### Leading the LED Industry in Service

Since 2009, when first being asked to cut and solder LED tape prior to delivery, we've been committed to making lighting easy for our customers and Agent partners. It's our mission to deliver the highest level of customer service in the industry and continually expand our product offerings. We've expanded from LED tape to flex neon, channels, universal power supplies and RGBW flood and wall washing fixtures.

Today, our LED lighting products are used in/on stadiums, skyscrapers, hotels, casinos, educational institutions, restaurants, retail stores, health clubs, churches and more across the country. We're second to none in our customization and personalization!