



Position Plan: Operations Manager

Rekluse Vision:

We, a team of inspired people, create our future through innovation with integrity, passion and excellence.

We create solutions and opportunities to enrich the lives of our customers, Rekluse team, shareholders, partners and the communities in which we live.

Together, we are more than we could be alone.

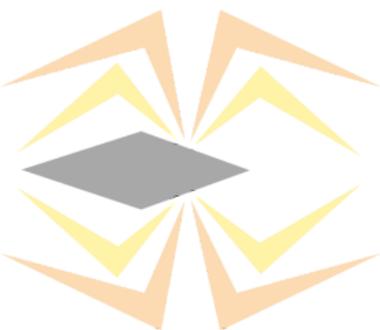
Position Responsibilities and Objectives:

The Operations Manager is responsible for all aspects of production including manufacturing, friction bonding, maintenance and assembly and shipping. Responsibilities also include providing leadership, mentoring and direction to achieve expected performance results in the areas of safety, efficiency, quality, cost control, and ship on time. The Operations Manager is responsible for identifying and implementing corrective actions to drive continuous improvement while maintaining a positive and rewarding work environment for our staff.

The Operations Manager should possess expertise in state-of-the-art production techniques including lean manufacturing, six Sigma, 5S and ISO quality standards. Additionally, expertise with a CNC production environment, inventory management, assembly, packaging and shipping of mechanical components are key to success in this position.

Education and Experience:

- BS/BA degree or equivalent experience
- 5-10 years of manufacturing management experience (preferably in operations management)
- Experience implementing Lean Manufacturing principles
- Functional understanding of OSHA, Environmental, and building code regulations
- Demonstrated leadership skills with teams
- Demonstrated ability to achieve performance objectives and drive continuous improvement
- Demonstrated ability to lead and develop staff
- CNC manufacturing experience a plus



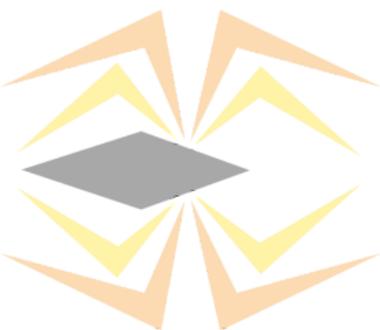


Skills:

- Solid leadership skills
- Excellent critical thinker and problem solver with ability to plan and execute corrective action
- Able to successfully manage multiple projects simultaneously
- Understanding of business principles and how decisions impact business performance
- Computer proficiency
- Excellent written and verbal communication skills
- Good understanding of relational databases, excel, and word
- Excellent work ethic

Functional Outline:

- Create, foster and maintain a safe work environment
- Comply with all regulations and operate the facility ethically
- Manage the production operations budget to drive effective utilization of resources
- Contribute to the Rekluse vision while working with the management team to develop business and department level strategic plan
- Meet production order demands in a timely basis by executing to the production schedule as developed by the OneStop system. Prioritize workflow, communicate with production staff daily, and oversee the production process. Responsible for ensuring Team Leaders review the schedule daily and resolve schedule conflicts
- Production Facility Management
 - Design, maintain and operate a state-of-the-art lean manufacturing and assembly facility, inventory management system, shipping and purchasing and processes
 - Develop and apply Six Sigma, ISO, or similar quality standards throughout the production facility
- Capacity planning to ensure the manufacturing facility, inventory management system, assembly and purchasing systems can effectively meet the sales forecast outlined in the strategic plan
- Manage the daily operations of production, assembly, friction bonding, shipping, purchasing and maintenance. Drive performance to ensure targeted levels are achieved through
 - Setting and measuring objectives quarterly for each team member
 - Quarterly performance reviews
 - Salary reviews
 - Training



**Managed Teams:**

- Manufacturing
- Assembly/Shipping
- Friction Bonding
- Maintenance
- Purchasing

Employment Details:**Position Type, Communication Interfaces and Expected Hours of Work**

This position reports to the president and is a salaried position Monday through Friday. This position requires significant interaction between the other department managers and their teams. Must be capable of working flexible shifts, days and hours. Occasional weekend responsibilities

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit and stand. The employee is frequently required to walk; use hands and have finger dexterity; reach with hands and arms, talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Personal Protective Equipment is required including but not limited to gloves, safety glasses and hearing protection.

We are an Equal Opportunity Employer**Contact:**

Physical application can be filled out in person: 12000 W Franklin Rd Boise, ID 83709

OR

Resume can be sent to:

Amanda Mumford – Human Resource Manager

amanda@rekluse.com

