

**Position Profile:**

The Manufacturing Team Manager is to accountable in ensuring the effectiveness of manufacturing personnel in the operations of the Mississippi plant. The Manufacturing Team Manager plans the plant floor personnel activity, ensuring production goals and customer deadlines are met.

**Work Responsibilities:****People Management:**

- Responsible for the successful team operation to execute the production schedule and meet customer demand.
- Maintains awareness of all outstanding orders and aligns personnel, materials and timelines to meet shipping deadlines, constantly communicating with the scheduler on status and revisions needed.
- Establishes production metrics, tracks and reports against metrics to leadership and plant teams.
- Responsible for training and continuous improvement related to plant activities.
- Responsible for ensuring that department leadership is aware of and maintains compliance with all quality standards as issued by the Quality Team.
- Provides for coordination with Quality Department and quality control personnel on the production floor.
- Responsible for constant evaluation of the production process to facilitate improvement and create additional efficiency where applicable.

**Facility, Maintenance & Safety:**

- Liaison to contractors for all facility, fleet, and equipment related activities.
- Ensures a regularly scheduled maintenance program is in place and adhered to for equipment and fleet. Manages the contingency plan for equipment/fleet failures and continuously plans for future needs in equipment/fleet.
- Responsible for compliance with the Safety Plan as it applies to operations and operational personnel.
- Establish and monitor health and safety practices, train and monitor employees in safety measures, ensure compliance with all federal, state and internal safety mandates.
- In collaboration with the Plant Director and COO, investigates all safety violations and accidents and recommends safety improvements.
- Ensure tools are provided for all employees to maintain personal and plant safety at all times.

Participates in new product development as needed for input on package design for good manufacturing principles. Provides data for costing through analysis and time studies.

**Leadership:** Responsible for providing leadership to the team and ensuring that the team has the talent, resources, and readiness to meet short and long-term organizational goals as well as ensuring maximum productivity and performance

- Build a strong multi-locational team atmosphere and foster collaboration across the organization.
- Ensure teams are working cross-functionally to meet CURiO goals
- Hire, train and develop team, ensuring that each employee has a clear and thorough understanding of their role and responsibilities.
- Mentor, guide, and coach direct reports in order to expand their capabilities and performance. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Utilize the company's individual development plan program, encourage, support and advocate for employee's growth within the team and across the organization.
- Actively participate in and lead by example through all change management initiatives.
- Maintain individual skills keeping up to date with latest production, logistics and distribution management concepts. Maintain knowledge of emerging trends and best practices in these areas.

**Staff Management:**

- Effectively manage multiple teams under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.

- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

**General Responsibilities:**

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend work.

Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's Degree in Business Administration, Industrial Technology, Operations or an appropriate technical field, or equivalent work experience.
- A minimum of five years' management experience working in a manufacturing environment, including management of teams, manufacturing processes and software systems.
- A minimum of three years' experience effectively managing, supervising, and mentoring staff
- A valid Driver's License is required.

**Computer and/or software qualifications:**

- Intermediate level of proficiency in Microsoft Excel, Microsoft Word, Power Point

**Core Competencies:**

- Knowledge of manufacturing and materials management best practices
- Strong team leadership skills as a manager of managers
- Strong attention to detail with ability to organize and prioritize multiple resources and ensure on-time completion in a fast-paced environment
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs, both individual and team.
- Excellent interpersonal skills; clearly and efficiently communicate
- Ability to provide oversight to multiple projects
- Critical thinking and problem-solving skills
- High degree of tolerance for stress and uncertainty
- Ability to work under constant deadline pressure and manage multiple projects across multiple lines of business

- Ability to work collaboratively and building strategic relations with coworkers, vendors and/or customers.
- Must be an individual of high energy, positive attitude and a proven track record of getting results.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skill in staff management through motivating, developing, and directing people as they work, identifying the best people for the job based on skills and potential.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions and considering the relative costs and benefits of potential actions, suggest conclusions or approaches to problems.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor and other partners.
- Ability to maintain and protect company proprietary information

**Preferred Competencies:**

- Experience with Lean Manufacturing techniques
- Experience working in an ERP environment
- Knowledge of engineering and technology principles and practices
- Knowledge of machines and tools

**Travel Requirement:** Less than 10%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office.
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 25 – 50 pounds.
- Ability to safely drive forklift & warehouse equipment.
- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and areas where equipment/product reaches high temperatures.
- The employee is regularly exposed to dusty conditions.
- The employee is regularly exposed to varying temperature levels.
- The employee is regularly exposed to high noise environments.
- Periods of stress may occur.