



Job Title: Operations Manager

Summary: Job Summary: Operations Manager has responsibility for Production, Shipping, Receiving and support teams. Work with Engineering, QA and other functional departments to optimize flow in manufacturing. Scope of work is varied in nature and complexity and encompasses planning, evaluating, designing, developing, and adapting industrial processes for the purpose of increasing productivity, enhancing quality, and reducing manufacturing costs. Works with Quality, Engineering, Finance and Purchasing to reduce inventory. Manage various teams and ensure high level of productivity, training and high quality are achieved in all processes.

Essential Functions:

- Provides leadership to Production, Shipping, Receiving and stock room teams.
- Participate in budget preparation and management for the reporting functional areas.
- Design, prepare and present metrics for the reporting functional areas.
- Develops employees through training, education, goal setting and providing support.
- Organizes and implements visual systems in operations.
- Improves existing processes in incoming inspection to improve quality, productivity, efficiency.
- Design, propose, and evaluate new equipment, process controls and procedures to improve product quality and operating performance.
- Investigates operational problems and reports/recommends solutions.
- Utilizes team-based problem-solving methodologies such as DMAIC for assigned projects to resolve real-time issues that are negatively impacting Key Performance Indicators.
- Setup systems to provide manufacturing data and use this for improving processes and monitor and measure progress to target.
- Identify ways to reduce production costs and improve performance through recommendations such as new process flow and equipment justifications.
- Assists with various types of equipment and process issues from an engineering perspective.
- Design and implement optimal flow for the primary production lines.
- Ensure equipment documentation exists and conforms to standards in the form of work instructions, standard operating procedures, operating and maintenance manuals, drawings, and diagrams.
- Responsible for ownership of assigned projects within a value stream which includes problem solving, continuous improvement, and improving floor-based manufacturing initiatives.
- Maintains a clean and professional work area; utilizes 5S techniques in the work environment.
- Maintains high ethical standards.
- Promotes a safe work environment.



Supervisory Responsibilities: All employees in instrument production, incoming QC, shipping and receiving stock room and supporting functions.

Success Factors:

- Knowledge of electro-mechanical assemblies and instrument builds.
- Knowledge of GMP and ISO 13485.
- Lean and Six Sigma hands on experience.
- Ability to manage and motivate a team.
- Ability to multi-task and manage multiple projects.
- The ability to communicate effectively at all levels of an organization from the front line to the executive level.
- Strong organizational skills.
- Understanding of policy, planning and strategy.

Minimum Qualifications/Education:

- 3-5 years' experience managing team involved in electro-mechanical and medical device assemblies.
- Bachelor's with 3-5 years of hands-on experience in process excellence or other productivity improvement systems.
- 4-Year degree in Engineering or closely related field, and minimum 4 years of related experience required in a manufacturing environment preferred.
- Lean & Six Sigma: 2 years (Required).
- GMP and ISO 13485: 1 year (Preferred).
- Process Engineering: 2 years (Required).
- Hands on experience with Process re-engineering.
- Demonstrated project management skills with the proven ability to coordinate multiple projects on a timely basis.
- Excellent oral and written communication skills.
- Excellent people skills; team player.

Computer Skills: Proficiency in MS Office.

Work Environment: Office, lab, and warehouse environments. Ability to travel 10% of the time, including out-of-country.

Physical Requirements: Must be able to meet National Institute for Occupational Safety & Health (NIOSH) Standards.

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