

J&E Companies is a leader in state-of-the-art sheet metal fabrication and machining processes. With our recent expansion in Minnesota, Wisconsin, and Mexico we are poised for even greater success.

We are committed to building a welcoming and inclusive workplace that respects and embraces unique perspectives. Our values drive our culture and function as a guide for how we treat each other and get our work done.

- Safety, quality, and environmental foundation
- Reliability, dependability, and loyalty to our customer
- Speed to response
- Accountability
- Finding ways to say yes
- Have FUN

Your work contributes to Fortune 50 businesses in aerospace, agricultural equipment and machinery, medical device and diagnostics, tech, and energy whose products and services are essential to the infrastructure and backbone of the US economy. J&E's innovative tools and technology, such as integrating Cobots and operator capabilities, help our customers create real world solutions.

The **Operations Manager** is responsible for managing and directing the daily production processes to ensure they meet customer delivery dates, stay within budget, and enhance efficiencies. You will be responsible for leading and developing the production team members. The Operations team will lean on your expertise to execute and improve production processes in accordance with the objectives of the organization.

This position has direct lines of communication with J&E Leadership team while reporting to the Plant Manager.

Essential Responsibilities:

- Motivate, support, and provide guidance to production staff
- Ensure all safety and health standards are met to keep organization accident-free
- Communicate regularly with upper management regarding problems or issues impacting production
- Evaluate machine resources to ensure continued production and minimal downtime
- Establish a balance between increased productivity and reduced costs of manufacturing operations
- Develop workflow policies and procedures that improve efficiency without compromising safety or quality
- Ensure adequate scheduling of staff
- Lead, mentor and develop a team of direct reports by establishing clear expectations, setting goals, managing performance and career development to include taking corrective action if necessary
- Lead and develop the Production team by being a flexible leader, willing and able to play different roles, such as: mentor, change agent, facilitator, and business partner.
- Create and implement standard processes and procedures through the Production department in alignment with J&E Companies' business objectives.

- Build, foster, and maintain strong teams and relationships across the business and community.
- Set and monitor performance metrics by analyzing current efficiencies and effectivities; identify corrective actions and improvements to improve the key performance indicators of the Production departments.
- Maintain active presence within the team, providing daily support and communication.
- Maintain professional competence, knowledge, and skill necessary for the satisfactory performance of all assigned responsibilities.
- Identify any bottlenecks or delays in production; ensures necessary labor, materials, and other resources are available to relieve production bottlenecks and delays.
- Schedule maintenance and repair of machines used in production to avoid downtime or delays.
- Perform other duties as required or assigned which are reasonably within the scop of the duties in this job classification

Minimum Skills, Abilities and Requirements:

- Bachelor's degree in a relevant field, or the equivalent amount of training and hands-on experience sufficient to perform the essential functions of the position
- 5+ years of progressive experience in Production leadership, process improvement or other related leadership role including leading, mentoring, and developing direct reports
- Well-honed and practiced analytical and problem-solving skills
- Strong written and verbal communication skills with the ability to effectively present ideas and deliverables to internal and external stakeholders
- Creative, and results oriented mindset with the ability to collaborate with others to identify and solve issues or make proactive recommendations and lead through influence
- Demonstrated ability to influence work through others, including leading project teams
- Demonstrated experience in initiating and leading change, motivating others, and overcoming obstacles
- Self-directed work style, able to work autonomously, prioritize and deliver results