



# Director of Operations

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**Job ID:** 2021-01A  
**Regular/Temp:** Regular  
**Full-Time/Part-Time:** Full-Time  
**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

## **MUST complete Predictive Index test before applying:**

<https://assessment.predictiveindex.com/54R/e69772c1-c914-4797-b760-ce111daba665?type=candidateba>

## **Job Summary:**

Are you someone who has a passion for producing and enhancing the users experience by building a variety of products for the automotive, aerospace, military, heavy equipment or tech industries? We have an exciting and challenging opportunity in sunny Florida for the right person to become our Director of Operations. This person would be responsible for directing and overseeing all areas within operations including manufacturing and production processes, quality, and shipping RMA's.

## **Duties and Responsibilities:**

- Oversight and direction of production, processing, distribution, assisting with marketing activities, and assisting with bids, sales process, and tours/visits of CME's production floor
- Review processing schedules and production orders to make decisions concerning just in time inventory requirements, staffing requirements, customer requirements, work procedures, and duty assignments based on budgetary limitations as well as on time delivery
- Review and direct technical/line staff to resolve production or processing problems
- Hire, train, evaluate, manage personnel and resolve issues
- Set and monitor product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality
- Kaizan and process improvement, including stream lining manufacturing layout, processes, and procedures
- Prepare and maintain operation/manufacturing reports
- Develops and maintains effective manufacturing operations business plans to include all program requirements, labor hours, cycle, production costs, and image including compiling, storing, and retrieving production data for reports
- Provides input to the development of product strategy, new packaging, research and development of new and emerging products by assessing market fit, feasibility, impact on process, and quality before devoting resources to large scale production
- Establishes production as well as quality control standards, develops budget/cost controls, and obtains data regarding: types, quantities, specifications, and delivery dates of products ordered
- Provides guidance to the development of a manufacturing process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs, as well as equipment maintenance or modification, including the replacement of machines.
- Ensures all established costs, quality, and delivery commitments are met.
- Reviews production and operating reports and directs the resolution of operational, manufacturing, and maintenance problems to ensure minimum costs/prevent operational delays.
- Trains and ensures all assigned employees are aware of and comply with company,

- government, and customer policies, procedures, and regulations
- Manage and increase the effectiveness and efficiency of Operations Department through improvements and communication between support and business functions
- Maintain positive relationships & work with vendors, customers and co-packers on products, materials and packing
- Report finished goods creation and design and component inventory using Deltek Costpoint
- Develop secondary goods channels and strategies to maximize component inventory shelf life and utility

**Job Qualifications:**

- Production and processing including knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods
- Mechanical knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources
- The ability to communicate effectively with people in all levels of the organization
- Knowledge of Deltek Costpoint ERP software
- Preferred knowledge of spreadsheet software, as well as manufacturing management software.
- Ability to monitor/assess performance of oneself, other individuals, or organizations to make improvements or take corrective action
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to motivate, develop, and direct others, while identifying ways to recruit and retain the best people for the job
- Understand the implications of new information for both current and future problem-solving and decision-making
- Awareness of industry 4.0 automation needed
- Knowledge of DCAA, DCMA, FAR and DFAR regulations
- Knowledge of EAR/ITAR regulations

**Minimum Requirements Needed:**

- BA/BS degree in Engineering, with experience in business (Master's degree preferred)
- 10 years or more experience in a manufacturing/engineering
- At least 6 years of experience in Department of Defense/ Aerospace operations and program management or related field
- Supervisory experience preferred

**Position Detail:**

Directs and oversees all areas within the department including manufacturing and production processes. Responsible for planning and directing the layout of equipment, workflow, assembly methods, procedures, quality management, and work force utilization, as well as hiring. Possesses solid knowledge of strategic planning related to operations and manufacturing to achieve organizational strategic goals. Participates in the creation of proposals, operating budgets and delivery schedules. Effectively interfaces with both internal and external customers to ensure customer requirements are met. Must have experience in selling services and proven ability to close contracts to grow manufacturing. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Knowledge of AS9100 preferred. Manages all activities related to operations and development of CME products.

**Travel Percentage Required:** Minimal & Usually Local to Vendors. 0% -5%

An award-winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. ([www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)).

**CME is an Equal Opportunity/Affirmative Action Employer.** *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

**Removal Date:** March 10th, 2021