



Creek Indian Enterprises Development Authority, Muskogee Technology

Open: Until Filled

COMPOSITES TEAM LEADER OF MUSKOGEE TECHNOLOGY

The Composites Team Leader is responsible for day-to-day operations over multiple shifts of operations; to include but not limited to, the practice of supervising and coordinating the work activities and resources for the Composites Cutting/Kitting services by selecting Team Members for designated assigned task objectives, establishing production and individual employee related goals, motivating Team Members to meet or exceed performance, quality, and safety parameters, maintaining industry related subject matter knowledge and best practices, and nurturing of Team Members as necessary to increase productivity and performance in the workplace.

CIEDA PURPOSE

We secure our Tribe's future by optimizing returns on funds and natural resources entrusted to us by the Council. We empower talented leaders to focus their energy and build profitable organizations by adding value with our capital and management expertise to high potential business ventures. This creates opportunities for our Tribe and generates wealth thereby leaving a lasting legacy.

REPORTING RELATIONSHIP

The Composites Team Leader of Muskogee Technology shall report directly to the Muskogee Technology Composites Program Manager.

DUTIES AND RESPONSIBILITIES

- Primary responsibility is to accomplish established manufacturing goals, benchmarks, and objectives by communicating job expectations, planning, monitoring of production, and appraisal of performance results in day-to-day activities relative to Muskogee Technology operations.
- Maximizes work efficiencies by coaching, training, counseling, initiating, coordinating, and enforcing systems, policies, and procedures necessary to manufacture goods and services provided by Muskogee Technology.
- Directly responsible for all production performance and output manufactured by direct staff for product lines over the life of product from raw material to finished product.
- Works with relevant parties to ensure all elements of Clean Room operations are performed with precise accuracy, and conducted within the customer's contract deliverables, contract mechanism, and quality assurance standards.
- Frequently coordinate and review work plans and contract requirements, meet with staff to identify and resolve problems as discovered, proactively assign work activities and projects necessary to perform overall objectives, continuously monitor work flow and forecast needs of manufacturing operations, continuously review and evaluate work progress, methods, and procedures.
- Serves as a mentor to the production team by approaching problematic areas in a positive light.
- Tracks labor productive and non-productive time in accordance with production benchmarks and standards.
- Directs and coordinates the activities of employees engaged in the assembly of composite kits.
- Enforces safety regulations, and accomplished production benchmarks by maintaining a positive work environment, healthy work atmosphere, and promoting employee morale by developing personal growth.
- Reads and analyzes charts, work orders, production schedules, work instructions, operational procedures and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Confers with management to coordinate operations and activities within or between departments and to assist in providing field expertise for estimating.
- Directly assists the Composites Program Manager to effectively plan and establish work schedules, assignments, and production sequences to meet production goals by monitoring steps of process flow, setting process variables, observing control points and equipment, monitoring personnel and resources, studying work practices and methods, and evaluating all elements of production to implement cost reduction measures. .
- During the course of day-to-day operations, inspects materials, products, or equipment to detect defects or malfunctions in order to maintain quality service by establishing and enforcing necessary organizational standards of production.
- Provides direct oversight of equipment operations, and work safety procedures to new employees for training.
- Ensures the proper operation of equipment is maintained, performs periodic assessments of equipment, documents all applicable certifications and maintenance records, and continuous evaluation of new equipment and manufacturing techniques to continuously improve the efficiencies of manufacturing operations.
- Confers with management or subordinates to resolve worker problems, complaints, or grievances.
- Interprets specifications, blueprints, job orders, and company policies and procedures for workers.
- Performs other duties as assigned by Muskogee Technology Management or the Composites Program Manager.

QUALIFICATIONS

- Bachelor's Degree in Industrial Management, Manufacturing, or closely related field or six (6) years of verifiable related employment experience or a combination of education and verifiable employment experience in the field of direct manufacturing

of products sold, composites cutting environment, organizational supply chain management, or contract management closely related to aerospace, department of defense, or automotive industries required.

- Four (4) years' combined supervisory experience with direct reports working in composites operations, mass production and/or automation, automotive, defense contracting, or robotic operating systems environment required.
- Two (2) years verifiable related employment experience in manufacturing and/or quality systems management at the ISO 9000, AS9100, or NADCAP level required. Experience in document control and recording of engineered drawings, and financial management related to the aerospace manufacturing industry preferred.
- Must have working knowledge of computers with ability to work in a Windows environment with various software programs such as Word, Excel, and PPT with demonstrated ability to develop cost analysis reports, financial-related subject matter reports such as inventory audits, and material value assessments.
- Program Management Institute or similar PMI or PMP certificate preferred.
- Certification in subject matter technical field preferred.
- Must possess a high level of maturity, professionalism, and the ability to maintain confidentiality in a fast-paced business atmosphere.
- Excellent written and verbal communication problem solving and conflict resolution skills. Ability to establish, encourage and maintain effective working relationships with others.
- Able to convert manufacturing processing plans into action; provide implementation of planned processing.
- Able to provide, communicate and implement ideas that improve safety, quality, delivery and cost in part processing with demonstrated ability to work in a team environment and communicate effectively with co-workers at all levels of the company and within the framework of a quality management system.
- Must be able to complete and maintain appropriate reports.
- Ability to work extended hours as required.
- Ability to lead and direct the work of others.
- Must be well organized with excellent attention to detail and ability to coordinate various projects.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the management level CIEDA Personnel Policies and Procedures.

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502
Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm
Apply online www.CIEJobs.com Email: HR@pcicie.com

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE
/ CIEDA is a DFWP.

Complaints about the recruitment or selection process for employment should be directed in writing to the President, CEO of CIEDA