



Creek Indian Enterprises Development Authority

Muskogee Technology Closes: 6-21-18 /4:00 pm

DIRECTOR OF OPERATIONS OF MUSKOGEE TECHNOLOGY

The Director of Operations is responsible for all management and oversight for services pertaining to the needs of Muskogee Technology Operations for manufacturing of goods and support services. In addition, this role is responsible for the management and oversight for the development and implementation of inventory control practices, process improvement measures involved with continuous improvement and lean manufacturing practices, logistics, vendor services, purchasing, and is responsible for the coordination and management of the maintenance and services related to the facilities and equipment. Ensures the necessary practices and procedures are developed, implemented, and maintained in order to sustain goals and objectives of Muskogee Technology Operations.

REPORTING RELATIONSHIP

The Director of Operations of Muskogee Technology shall report directly to the President/CEO of Muskogee Technology.

DUTIES AND RESPONSIBILITIES

- Responsible for the development of policies, procedures, actions, and processes to keep Muskogee Technology Operations in a sound, stable and balanced market, including researching, writing, and adopting procedures to continuously assess daily manufacturing conditions, variables and standards.
- Responsible for the oversight and management of Muskogee Technology manufacturing operations to meet production contract delivery requirements by developing, implementing and sustaining necessary programs, services, functions and activities for manufacturing operations and support services.
- Responsible for the management and oversight of, development and implementation for all inventory practices, and sustain conversion methods for operations to manage a complex Inventory Control System.
- Understand and interpret the complexities of applicable statutes and regulations necessary to handle, transport, and inventory controlled goods manufactured for the Department of Defense and Aerospace industries.
- Direct and facilitate the analysis of complex problems and develop solutions relative to Muskogee Technology operations and customer based needs.
- Select, train, and evaluate direct reports and associated staff to correct deficiencies.
- Direct, coordinate and review work plans and contracts, meet with staff to identify and resolve problems, assign work activities and projects necessary to perform overall objectives, monitor work flow and forecast needs of manufacturing operations and support services, and review and evaluate work products, methods, and procedures on a consistent basis.
- Responsible for the management and oversight for all support functions within the umbrella of Purchasing, which include but not limited to, all logistics, scheduling of shipping/receiving, negotiations with Vendors and Suppliers of terms and conditions related to sales, rates, and economic order quantities for outsourced goods and services.
- Identify opportunities for improving service delivery methods and procedures, review with appropriate management staff, and implement improvements as needed for day-to-day operations.
- Responsible for the management and oversight necessary to maintain and continuously improve product quality by completing product, company, system, compliance, and inventory audits, investigating customer complaints related to manufacturing operations and support services, collaborating with other members of management to develop new strategies, means and methods for manufacturing operations and support services functions.
- Develop and administer the budget for all manufacturing operations and support services functions, forecast additional funds needed for staffing, equipment, materials, and supplies, direct the monitoring of and approve expenditures as defined by the President/CEO of Muskogee Technology and recommend adjustments as necessary.
- Provide technical expertise and advice to the President/CEO of Muskogee Technology regarding all elements of manufacturing operations and support services, and functions.
- Researches and establishes procedures for maintaining high manufacturing standards of quality, excellence, reliability, and safety that are in-line with Muskogee Technology's goals and objectives.
- Determines, schedules, and enforces preventative maintenance practices in accordance with real company needs, based on current regulations and in accordance with minimal standards for scheduled equipment testing and OEM maintenance standards for all Muskogee Technology assets.
- Responsible for the management and oversight for production to identify, develop and implement, continuous improvement measures for production procedures, and to frequently evaluate policies and procedures in relation to manufacturing operations and support services functions and initiatives.
- Directly responsible for the management and supervision of manufacturing operations and support services staff.
- Performs other duties as assigned by the President/CEO of Muskogee Technology.

QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, Continuous Process Improvement, Manufacturing Technology, Industrial Technology, or related field from an accredited college required. Master's Degree in Business or Accounting preferred.
- Minimum of Five (5) years' experience managing payroll with a minimum of One (1) year verifiable experience managing payroll via electronic timekeeping system or program required.
- Ten (10) years verifiable related employment management experience as a Manager or above with direct reports required.
- Ten (10) years verifiable related employment experience in negotiating sales pricing and/or sales agreements with Vendors, Suppliers, or Contractors required with a minimum of One (1) year verifiable related experience performing these duties in association with Department of Defense, Government, Federal Agencies, Industrial Services, or Manufacturing required.
- Five (5) years verifiable related employment experience in high volume inventory management, with logistics support required.
- Minimum of Two (2) years' verifiable related experience managing operations related to facilities services required.
- Certificate in Lean Manufacturing or Six Sigma preferred.
- Demonstrated ability to communicate effectively; must be able to communicate with employees, the general public, vendors and customers, and all levels of management, maintaining professionalism and respect.
- 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.
- Excellent written and verbal communication problem solving and conflict resolution skills with the ability to establish, encourage and maintain effective working relationships with others.
- Demonstrated working knowledge of the equipment, materials, methods and processes used in manufacturing.
- Demonstrated working knowledge with management process and procedure systems to ensure quality assurances.
- Project management training and/or certification preferred.
- Continuous improvement experience with Lean or Six Sigma manufacturing methods preferred.
- Must have working knowledge of computers with ability to work in a Windows environment with various software programs such as Word, Excel, Outlook and MRP system.
- Must be able to complete and maintain appropriate reports.
- 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 office of the President/CEO of CIEDA