



|                          |                                  |                         |   |
|--------------------------|----------------------------------|-------------------------|---|
| <b>Job Title:</b>        | Assembly and Integration Manager | <b>Travel Required</b>  | None  |
| <b>Department/Group:</b> |                                  | <b>Position Type:</b>   | Full-Time                                   |
| <b>Location:</b>         | Sanford, FL                      | <b>Date posted:</b>     | <a href="#">Click here to enter a date.</a> |
| <b>HR Contact:</b>       | Ron Compton                      | <b>Posting Expires:</b> | <a href="#">Click here to enter a date.</a> |

**Applications Accepted By: Human Resources**

**Job Description**

The primary purpose of this job is to lead and coordinate activities of production team members including product line(s) or production shift of significant size and volumes to ensure that production requirements, performance goals, and improvement objectives are achieved. Establish operational procedures, processes, and discipline along with a continuous improvement culture. Additionally, may have accountabilities for special projects, research and analysis at a high level.

**Role and Responsibilities**

- Sets the leadership example and acts as a team player in the best interest of Earnest Products, its customers and employees.
- Provides direction in the resolution of technical and production-related problems to assure completion of weekly schedules that meet or exceed Company and Customer expectations.
- Monitors the alignment of product or line(s) with master production schedule and material planning to meet production goals.
- Monitors departmental performance measures, including visual controls and provides regular progress reports.
- Ensures jobs are closed in M1 and data is accurate.
- Supervises Associates in a manner that fosters a safe work environment and self-directed team approach.
- Provides continuous communication to Plant management on production, facility and Associate accomplishments and/or concerns.
- Identifies, arranges and/or provides training to ensure a safe, efficient, high-quality work environment with focus on continuous improvement through Lean manufacturing principles.
- Facilitates communication, coordination and conflict resolution within and among work groups.
- Provides leadership to Associates in all areas including hiring, performance management, coaching, counseling and corrective actions and ensures adherence to Earnest Products policies and procedures.
- Assists in the analysis of production and related processes and makes recommendations on improvements and organization of process improvement activity through the application of Six-Sigma & Lean Manufacturing methodologies.
- Promotes an atmosphere of diversity, open communication and trust, affording opportunities for training and growth.
- Collaborates and communicates effectively with production supervisor counterparts as well as key members of all supporting functions.
- Identifies and manages priorities amongst group and upstream processes and manages appropriately.
- Identifies and drives process improvements that improve Safety, Quality, Delivery and Cost of operational area through individual and cross-functional teams.
- Adheres to Earnest Products Core Beliefs and all safety and quality requirements
- Performs other functions as required

**Qualifications and Education Requirements**

- Technical or business bachelor’s degree and 5+ years of relevant manufacturing work experience.
- Experience working in multiple areas of plant operations. High mix, low volume manufacturing experience a must. Sheet metal experience a plus.
- Prior experience in management of electrical and mechanical assembly and integration operations required.
- Excellent communication skills, customer service skills, time management and organizational skills
- Analytical skills and knowledge of and use of basic PC skills, including Outlook, Word and Excel
- Strong written and oral communication skills. demonstrated ability to lead team activities, ability to coach, experience in conflict resolution, and excellent problem-solving skills.
- Lean manufacturing knowledge and implementation experience, value stream mapping, pull systems, problem solving and 5S, preferred
- Proven ability to maintain effective and positive working relationships with co-workers, clients, vendors and customers
- Must be able to speak, read and write in English
- High attention to detail and self-motivation skills

**Working Conditions:**

- May on occasion be exposed to loud sounds and distracting noise levels, such as from warehouse and office equipment.
- Humidity level may be elevated during summer months when required to go to the warehouse
- Exposure to certain contaminants, at times, when working in the warehouse.

**Physical Demands:**

- Must have full range of motion and be able to kneel and bend for extended periods as task may require.
- This position requires continual use of your hands, considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping and handling materials.
- This position requires long periods of standing



- The use of safety equipment such as safety glasses, gloves, helmets and hearing protection is utilized daily.
- This position requires lifting and maneuvering 50lbs. without physical restrictions and up to 70lbs. with assistance of lifting equipment or other team members

Earnest Products is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age, national origin, genetic information, disability or protected veteran status.

|              |  |       |   |
|--------------|--|-------|---|
| Reviewed By: |  | Date: | <a href="#">Click here to enter a date.</a> |
| Approved By: |  | Date: | <a href="#">Click here to enter a date.</a> |