



Job Description

Date Prepared: November 2011

Position: Director of Operations

Reports to: President, CFO and Controller

Supervises: Operations and Logistics Teams

Summary: The Director of Operations will ensure the best use of the facility's resources adhering to corporate policies and procedures. He/She will evaluate existing plans to ensure growth and profitability, and make adjustments as necessary. He/She will be responsible for the successful performance of all aspects of the business operation. In this respect, the Director of Operations will motivate a team of operation and administrative professionals who will carry out all of the day-to-day functions necessary to build and maintain an efficient production environment.

This position requires an understanding of all aspects of the remanufacturing industry. In particular, the Director of Operations must be knowledgeable about all relevant data, equipment, hardware and software systems necessary for PRC to effectively operate in this time-sensitive industry. PRC Industries is a Equal Opportunity Employer.

Classification: Exempt

Location: PRC Industries, Inc. (Product Remanufacturing Centers), St. James, NY

MAJOR ACTIVITIES

Primary Responsibilities

- 1) Develop and recommend short and long-range objectives consistent with corporate goals and guidelines.
- 2) Oversee and participate in the development, implementation and maintenance of annual operating budgets, ensuring that operations are managed within established guidelines.
- 3) Resolve operating problems within operating units; alert the President and Chief Operating Officer to problems of major significance to the company.



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- 4) Monitor the daily production throughput for all departments to ensure that all production standards are met, and consistent with pricing schedules.
- 5) Approve all expenditures applicable to operations; work with Finance department to assure adherence to expense budgeting.
- 6) Understand and measure profitability at the individual job level.
- 7) Interface with all appropriate departments/personnel to ensure a free flow of information and data.
- 8) Review Sales Forecast, and prepare the operational strategic plan to address volume and resource requirements.
- 9) Oversee creation and continually update production schedule.
- 10) Through training and other appropriate means, continue to upgrade the skills and industry knowledge of all members of the production team.
- 11) Maintain and improve upon reporting system to ensure timely and accurate capture of all appropriate production data.
- 12) Represent the organization in key relationships with major customers.
- 13) Creatively manage and allocate human capital resources in support of these directives and establish measurements to monitor the financial health of the business units.

Other Duties

- 1) Establish open communication with internal and external customers. Promote the spirit of cooperation between all company facilities.
- 2) Review and evaluate staff performances regularly; conduct and document annual reviews.
- 3) Conduct and attend meetings, conferences, presentations and seminars that require periodic travel.
- 4) Attend and participate in corporate meetings.
- 5) Develop and prepare reports and correspondence to achieve effective workflow.
- 6) Communicate effectively with all levels in the organization, its clients and/or its agencies and vendors as well as potential clients both verbally and in writing.
- 7) Oversee daily production meetings.
- 8) Proactively communicate with customers relative to production status, issues and opportunities.
- 9) Create with the President/CFO the successful implementation of the performance management program within the facilities in order to link individual performance to organizational goals and direction. You will oversee this program.
- 10) Provide on-going support, as appropriate, for the customer service and sales team.



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EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities

- Principles and practices of the organization, administration, and budgeting.
- Strong customer service and communication skills.
- Evaluating fiscal and financial reports.
- Delegating responsibility and achieving results through team members and support staff.
- Ability to work under stress and pressure of meeting deadlines.
- Solid knowledge of Microsoft Office.
- ERP manufacturing software e.g. Microsoft Dynamics is a plus.

Personal Characteristics

- Demonstrate expertise in a variety of the field's concepts, practices, and procedures.
- Relies on extensive experience to plan and accomplish goals.
- Lead and direct the work of others.
- Able to motivate a diverse work force to achieve results.
- Demonstrate a wide variety of creativity and latitude.
- Flexible and able to work extended hours.
- Demonstrate high level of initiative.
- Able to function in a multitasked environment.

Education/Experience

- A minimum of 10-years of similar experience.
- Advanced degree a plus.
- Lean Six Sigma a plus.
- Mechanical or Electrical Engineering degree a plus.

Hours

Plant Hours: Monday through Friday 7:00 A.M. to 3:30 P.M.

Dress Code

The office dress code at PRC is business casual.



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Performance Measurement

To maintain service levels for our customers, PRC utilizes certain measurements/metrics. This information will be used to assist each employee's development and to verify the employee's ability to meet performance objectives. The criteria that will be reviewed are as follows:

- Production versus forecast
- Operations profitability
- Operations reporting
- Quality of production
- Production through-put

This will be continually developed.

Opportunities and Compensation

Many opportunities for advancement into various areas within company
Benefit package includes health insurance coverage
\$40K-\$60K+ to start, commensurate with experience

Qualified candidates please submit resume and cover letter as one attachment via email to Careers-Ops@prcind.com