



**ELECTRO-MECHANICAL INDUSTRIES, INC.**  
13300 6<sup>th</sup> Avenue North  
Plymouth, MN 55441

## **Manufacturing Process Manager**

Are you a well-organized, process orientated leader focused on Operational excellence? Do you have experience in a custom manufacturing environment? Then consider applying for the Manufacturing Process Manager position with Electro-Mechanical Industries, Inc. (EMI), a family-owned custom manufacturer located in Plymouth, MN. The company, with 41 years of steady growth and product innovation, provides creative power distribution products and services to commercial and industrial customers in the across the US. The position is a critical leader of our company, reporting directly to the COO.

**Essential job duties:** This position performs engineering work to drive manufacturing processes by identifying and solving operational problems to ensure on time delivery of all customer projects. This position has accountability for manufacturing process improvements, Scheduling, Quality Control, and facilities/compliance management functions. This is a critical operational position requiring daily interaction with all aspects of the business (sales, engineering, operations, project management, and administration) to keep projects moving through the process on time.

### **A. Operations**

- a. With the Production Supervisor, ensures monthly and quarterly operational goals are met.
- b. Plan, organize, and direct operational improvement projects to meet or exceed established production goals in a cost-effective manner. Maintains process, procedures, and programs to improve the safety, productivity, and profitability of the operation.
- c. Drive process change as related to manufacturing operational excellence (process improvements/efficiencies, machinery/robotics, quality processes, etc...) to ensure quality, cost, efficiency and on time shipment requirements are met.
- d. Owns and drives the Quality Control process, documentation, reporting and communication for continuous improvements.
- e. Collaborate with Production Supervisor(s), leads and production staff to establish and continually improve production and quality control standards.
- f. Ensure that employees and managers have the required safety training and are consistently working in a safe manner; manages and implements safety programs to reduce accidents and injuries.
- g. Ensure that warehouse operations comply with federal, state, local, and/or company policies and regulations.
- h. Coordinate with leadership to address organizational needs and facility repairs and maintenance.



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- B. Scheduling
  - a. Project Management collaboration, daily interaction and strong communication needed to ensure customer satisfaction.
  - b. Ensure all orders are entered on time correctly the first time, and projects are managed to ensure on time delivery to the customers.
  - c. Provides timely updates to internal customers on project status.
- C. Leadership and Communications
  - a. Coordinate with internal departments to resolve operational customer complaints.
  - b. Develop strong internal working partnerships with Sales, Engineering, Project Managers and Purchasing to drive results in scheduling (on-time delivery), quality, product design and efficiency as well as inventory control.
  - c. Provide leadership, communication, and coaching to employees; cultivates a motivated employee environment of trust, teamwork, accountability, self-confidence, and business ownership.
- D. Prepare all required reports and correspondence.
- E. Keep up to date on overall activities of production and project management, identifying companywide problem areas and taking corrective actions.

**Competencies:**

- Must have keen knowledge and experience with the manufacturing processes and on time delivery.
- Knowledge and ability to carry out and oversee all aspects of the Quality Process and Controls, from raw materials and parts to the final products.
- Strong people skills for performance management to include coaching, training, and mentoring with a “hands on” management style.
- Ability to develop trust and strong internal working partnerships.
- Ability to multi-task in an environment of competing priorities.
- Keen understanding of the customer’s requirements and how to analyze and implement actions to resolve problems.
- The ability to interface with all departments within the company.
- The ability to remain calm and professional in stressful situations.
- Highly organized.
- Detail oriented with the ability to create and record data.
- Commitment to excellence and high standards.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and committees.
- Excellent written and oral communication skills. Ability to effectively communicate with people at all levels and from various backgrounds.
- Must be a team player.



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- Reliable attendance.

### **Qualifications**

- Basic competence in subordinates' duties/tasks (quality control, project management and scheduling)
- Proficient on Microsoft Word, Excel, PowerPoint and Outlook required
- Visual Manufacturing experience preferred, ERP system experience required
- Proven leadership and business acumen skills
- Proven ability to handle multiple projects and meet deadlines
- Strong organizational, problem-solving, and analytical skills. Good judgement with the ability to make timely and sound decisions.

**Supervisory Responsibilities:** Quality and Project Management are direct reports to this position. Currently this position has 2 direct reports.

### **Education and Experience:**

- BS in Electrical, Mechanical or Process/Operations Engineering degree preferred.
- 3+ years of experience in Quality Control in a manufacturing environment preferred.
- 3+ year of manufacturing project management experience preferred.
- 3+ year of successful team leadership experience required.
- Custom manufacturing operational experience required.
- Custom mechanical and electrical engineering work experience preferred.

**Work Environment:** Work performed both in an office and manufacturing setting. Fifty (50) percent or more, of time to be spent actively engaged on the operations/production floor.

**Work hours:** M-F from 7 am – 4 pm to offer support to production work schedule. As an exempt employee, hours above 40 hrs/week may be required to complete job duties and deadlines.

### **Physical Requirements:**

- Must be comfortable working in a manufacturing, union environment.
- Regularly required to sit, stand, walk, bend, reach, and move about the facility.
- Normal vision and hearing are required.
- Must be able to lift to 30 lbs.
- Must be able to climb, stretch and maneuver on ladders.

To apply for this position, send your resume to Human Resources @ [careers@e-m-i.com](mailto:careers@e-m-i.com). EMI is an equal opportunity employer.