

OPERATIONS MANAGER

Location: Huizhou

Report to: S & C Industrial Director

OVERALL MISSION:

Organize the workshop and set up its processes to meet the targets of security, environment, quality, cost, lead-time, capacity.

Job Description:

The Operations Manager duties are divided in three categories:

Organization and production management:

- Be the contact of the Project Managers
- Manage the planning of projects production
- Establish work schedules (quantity, volume, lead-times,...)
- Follow up and update the production planning to adapt to orders, delays, supplies,...
- With R&D, define the production processes and coordinate their implementation in the workshop (test, training, ...)
- Supervise and control quality and compliance of processes, materials, products going in and out of the workshop
- Makes sure inventory is accurate and leads stock takes
- Follow performance indicators
- Send reports of activity
- Make effective a policy of continual improvement
- Lead Major improvement project of the factory

Optimization of production:

- Identify levers to maximize efficiency
- Analyze gap versus targets (quantity, productivity, cost)
- Propose action plans and corrections
- Propose improvements for organization, productivity, logistics, ...
- Analyze the needs for work equipment
- Propose investments to enhance performances
- Contribute to the project at all stages: specs definition, sourcing, request for quotation, negotiation, selection, implementation
- Follow up of performance indicators related to the investment

Management and training of the team:

- Recruit and manage the workers
- Make employees aware of EP requirements for quality, security, organization, performances...
- Support workshop supervisors in their daily tasks
- Ensure the ERP processes are enforced, and personnel trained to guaranty accuracy of the informati
- Manage the budget

Requirements:

- French native speaker, ability to communicate in English and with the local workforce;
- Master the technical issues related to the products;
- Leadership and management skills;
- Faculty to organize and to plan;
- Reactivity and decision making.

Please send your resume to: sc-hr@ccifc.org with pictures and requested salary.