**Enatel**

Position Description

**Position:** Manufacturing Manager

**Department:** Production

**Reports to**: Operations Manager

**Direct Reports:** Seven

**Indirect Reports:** DC, Motive, Systems, Solar, NPI, SMT

The Manufacturing Managerwill be responsible for the production of high-quality DC products & systems, motive power products and solar products. This is a senior management Role reporting to the Operations Manager

**Primary Responsibilities**:

* + Staff management at all levels, performance management, training and development
  + Documentation – quality, work instructions, training structures
  + DFM feedback to engineering (Design for Manufacture)
  + Work with engineering/sales and production to ensure solutions are robust and meet the needs of our customers
  + Cost analysis and reporting – ensuring products are built to spec, in full, and on time
  + Ensuring costs are met is paramount
  + Work with engineering and sales teams to help and understand new designs from a New Product Introduction (NPI) perspective
  + Develop documentation that takes product from the one-off engineering unit to production volume
  + Run a highly productive and lean environment – lean tools such as six sigma, PDCA, improvement brainstorming
  + Quality at the highest level – reporting weekly on quality yields and presenting root cause and project reports
  + Run presentations/projects at any level as well as project training – present at company meetings from time to time
  + Working with our procurement and planning teams ensuring agreed production run rates are met daily by your team leaders
  + Developing procedures and policies with HR to ensure staff are working to agreed times, overtime is managed as agreed and staff are kept safe and focused during their working day

**Qualifications/Requirements:**

* A minimum of 5 years running an electronic manufacturing environment
* Proven experience with quality data, reporting and analysis tools
* In depth knowledge of lean tools e.g. six sigma, PDCA
* Managing a production department
* Management experience – evidence of management training and development
* Be confident around public speaking
* Can drive a good culture and earn respect from your staff and colleagues

**Health & Safety:**

* We are a health and safety focused business and adherence and contribution to health and safety initiatives, policies and procedures are key for all members of staff
* Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

**General:**

* Upholds the company values and all policies and procedures are adhered to.
* Any other tasks as required by your Manager and/or the business.

**Environmental:**

Enatel is committed to minimising the environmental impact of our operations and products.

* Ensuring Environmental policies and processes are followed.

**Key Relationships:**

|  |  |
| --- | --- |
| **Internal** | **External** |
| * Operations Manager | * Customers |
| * Procurement and Planning |  |
| * Stores/Dispatch |  |
| * Engineering Team |  |
| * Human Resources |  |

**Person Specification:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Competencies** | * **Business Acumen** – Knows how businesses work. Is knowledgeable in current and possible future policies, practices, trends, technology and information affecting his/her business and organisation. * **Drive for Results** – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results. * **Action orientated** - enjoys working hard and is full of energy for the things he/she sees as challenging. * **Motivating Others** – Creates a climate in which people want to do their best. Is someone people like working for and with. * **Customer Focus** – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect. * **Organising and Planning -** uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. * **Managerial Courage** – provides current, direct, complete, and “actionable” positive and corrective feedback to others. Faces up to people problems on any person or situation. Is not afraid to take negative action when necessary. * **Integrity and Trust** – is seen as a direct, truthful individual; is widely trusted. * **Process Management** – good at figuring out the processes necessary to get things done. Can simplify complex processes. * **Priority Setting** – Spends his/her time and the time of others on what’s important. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks and creates focus. |  |
| **Skills, Experience & Knowledge** | * ≥ 5 years’ experience in a Leadership role. * Excellent communications skills – written, verbal and listening. * Intermediate computer skills including MS Excel. * Excellent numeracy skills. | * Experience within an electronics Manufacturing environment. * Experience with an ERP system. |