

Job Descriptions

12/1/16

COMPANY: Sigma Services Corporation
POSITION: Operations Manager
LOCATION: Mundelein, IL
REPORTS TO: CEO

COMPANY PROFILE

Sigma Services Corporation is a valuable partner to many of the biggest names in the consumer products industry over the past 20 years with facilities in Mundelein and Zion, IL. Sigma Services Corporation has client offerings vary in scope from full-scale sourcing, procurement and program management with dedicated facilities and equipment, to seasonal projects requiring leased equipment. We process over a quarter of a billion dollars of consumer and industrial products per year with a damage/loss ratio near zero. Sigma Services Corporation is FDA, AIB, Kosher Certified, Organic certified, and CFR111 certified, attaining SQF level 2 certificate under the Global Food Safety Initiative. We have created processes and systems to become the single source solution for excellent contract packaging services.

POSITION OVERVIEW

The primary responsibility of the Operations Manager is to effectively plan, coordinate, manage, and control all of the packaging operations. This role will interface with other departments including quality, maintenance, warehousing, and production planning. Responsibility includes controlling production cost and exceptional product quality. The individual also has the responsibility for meeting, and maintaining established safety, sanitation, and environmental regulations. The individual directly supervises operations and staffing, managing KPIs for the plant floor.

KEY RESPONSIBILITIES

- Improve overall line performance through supervision and operator training and development, evaluating line performance to determine process improvements, trouble shoot and solve problems real time to prevent downtime and increase daily productivity.
- Develop and implement process improvements in support of improved productivity and quality programs for the department and company, including plant floor layout to improve efficiency of plant operations.

- Develop team environment in packaging department and resolve all packing issues in coordination with the quality, maintenance and shipping departments where appropriate.
- Will spend a significant amount of time on production floor driving system improvements.
- Meet daily efficiency targets by working to reduce downtime and increase efficiency. Monitor quality, accuracy and timeliness of the production based on schedule to ensure that commitments are met.
- Initiates production and workforce adjustments to meet changing production requirements.
- As required or directed, communicates with various plant personnel to discuss, resolve/determining problems and/or courses of action relating to production, schedules, methods, product design, equipment purchase and maintenance manpower, employee relations, safety, etc.
- Understand the overall flow of the lines, and be able to utilize this understanding in maintaining quality standards and line efficiencies.
- Produces consistent quality work in conformance with company requirements and to instill quality awareness in, and require quality work from all subordinates.
- Extensively concerned with the Plant Safety Program; safe working conditions of the Plant and overall well-being of plant personnel.
- Company is free to deviate from or add to these responsibilities at any time, with or without notice.

QUALIFICATIONS

- Minimum 3-5 years supervisory experience in a fast paced packaging/manufacturing environment.
- Must have food packaging experience.
- Ability to plan and create a high performance environment, based on team principles.
- Ability to collect, sort, analyze data to drive system performance.
- Bachelor's Degree preferred.
- Strong oral and written communication skills.
- Candidates must be available to address business needs as needed during all working shifts.

Company is an equal opportunity employer that strongly supports diversity in the work place.