



Job Description: Director of Operations for Pine Electronics, Inc.

Overview: We are seeking a highly skilled and experienced leader to oversee all operational aspects of our light industrial manufacturing organization. The Director of Operations will play a pivotal role in managing day-to-day operations, ensuring efficiency, quality, customer relations, and compliance across all manufacturing processes and operational functions.

This is a full time, salary exempt, leadership position.

Responsibilities:

1. Operational Leadership:

- Provide strategic direction and leadership for all manufacturing, operational, and sales activities of Pine Electronics, focusing on electronics circuit board production, electromechanical assembly, testing, machining and customer engagement.
- Counsel and communicate with all sister companies.
- Develop and implement operational strategies to optimize production efficiency, quality of production, and delivery of high-quality products.
- Manage the whole team utilizing their advice and experience to problem-solve, and develop plans for implementation and direction.

2. Quality Assurance and Compliance:

- Maintain Pine's rigorous quality assurance protocols and standards to ensure the highest levels of product quality and reliability.
- Ensure compliance with industry regulations, standards, and Pine's policies related to manufacturing processes, quality control, and customer satisfaction.

3. Team Management and Development:

- Lead, mentor, and manage a team of supervisors, and staff across production, purchasing, logistics, facilities, and sales.
- Foster Pine's culture, and accountability within the production and operations team.
- Be fluent with the work of each team member and provide assistance and support when needed.
- Foster an environment where your employees are free to excel at their positions and contribute to the team.

4. Resource Allocation and Management:

- Manage resources effectively, including production equipment, materials, and personnel, to meet manufacturing demands and achieve production targets.
- Manage and work with the procurement and logistics teams to optimize supply chain management and ensure availability of materials and components.



- Some travel maybe required for professional conferences, trade shows, customer locations, etc.
- 5. Process Optimization and Innovation:**
 - Drive continuous improvement initiatives to enhance manufacturing processes, workflow efficiency, and cost-effectiveness.
 - Implement proactive manufacturing principles and technologies to improve productivity and work with teams to maximize talent.
- 6. Health and Environmental Safety Compliance:**
 - Promote and uphold a strong culture of health and environmental safety, responsibility throughout the manufacturing operations.
 - Enforce Pine's policies and procedures to ensure a safe working environment, regulatory compliance, and ISO Certification.
- 7. Customer Relations and Satisfaction:**
 - Collaborate closely with sales and customer service to understand customer requirements and ensure alignment with manufacturing capabilities.
 - Support customer satisfaction initiatives by maintaining high product quality standards and addressing customer feedback and concerns promptly.
- 8. Reporting and Strategic Communication:**
 - Regularly review and prepare operational reports and performance metrics, to insure operational expectations that can be communicated internally and externally.
 - Communicate effectively across departments and with external partners to ensure alignment on operational priorities and directions.
 - Communicate regularly across all teams supporting Pine Electronics.

Qualifications:

- Bachelor's degree in Engineering, Manufacturing Management, or a related field.
- Proven experience (5+ years) in a senior operational role within the electronics manufacturing industry, with specific expertise in circuit board production highly desirable.
- Strong leadership and management skills with a track record of leading highly functioning teams in operational excellence.
- Comprehensive knowledge of electronics manufacturing processes, quality control standards, and industry best practices.
- Excellent analytical and problem-solving abilities, with a strategic mindset and ability to make data-driven decisions.
- Outstanding communication and interpersonal skills, with the ability to interface effectively with cross-functional teams, customers, and suppliers.
- Understand the value and need for servant-leadership style.



Pine Electronics, Inc.
101 Industrial Drive
Grove City, PA 16127

PH: 724.458.6391
FAX: 724.458.4648
pineelectronics.com

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health insurance, retirement plans, and elective insurances.
- PTO and UTO to include holidays.
- Monday through Friday schedule averaging 8 hours per-day