

## **Operation Manager:**

### **DESCRIPTION:**

The Operation Manager will be responsible for the day-to-day operations of a solar cell process development line including supervising hourly employees. This role reports to the VP of Operations. The essential duties and responsibilities are as followed:

- Responsible for the overall daily operation direction, and coordination of a solar cell process development line.
- Responsible for administering and maintaining manufacturing execution systems (MES) for efficient workflow.
- Owns accurate tracking of raw materials and inventory control including a temporary role in shipping and receiving.
- Determines work procedures, prepares work schedules, and expedites workflow. Issues written and oral instructions. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Evaluates written data such as work requests, product specifications and operations sheets, parts and materials inventory lists, machine and worker production rates, to establish efficient allocation and scheduling of parts, materials, machines, and sequences of operations and workflow.
- Studies and standardizes procedures to improve efficiency of subordinates. Maintains harmony among workers and resolves employee issues. Prepares composite reports from individual reports of subordinates
- Supervises employees in the production planning, stockroom, shipping & receiving. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

### **LEVEL:**

Manager/Supervisor

### **QUALIFICATIONS:**

- BA or BS degree and a minimum of 5 years of related experience in a semiconductor or solar manufacturing environment.
- Able to communicate well, both orally and in writing, at all levels.
- High level of proficiency with standard MS Office and ERP systems knowledge is a plus.
- Able to lead and/or perform detailed analyses and recommend solutions.
- Able to lead, direct, and motivate employees and teams, which include members from multiple departments.
- Able to work as a member of a team, as well as independently, and on a variety of projects simultaneously.