

THE KINGSWOOD COMPANY

OUR PRODUCTS. YOUR LABEL. SPARKLING RESULTS.

ABOUT THE KINGSWOOD COMPANY

In business for 60 years, The Kingswood Company is a leading consumer products manufacturer located in Columbus, OH. We serve some of the best-known retailers and brands in the world, and are seeking qualified candidates for a ***Production Manager***.

We were recently recognized as one of the 100 fastest growing companies in urban America by Fortune Magazine. We have a culture of hard work, excellence, and innovation. This is an ideal position for someone who wants to be part of a team in a growing company. There is the opportunity to take on leadership roles, and additional responsibility as our company grows.

This Full-Time position has excellent benefits including health care, paid vacation and holidays, opportunity for incentive compensation and retirement savings plan with employer match.

IS THIS YOU?

Our Production Manager will help grow the Kingswood business and will wear many hats, splitting their time between the production floor and the management offices. They will not only set clear expectations but is willing to do whatever it takes, even if that means chipping in themselves. As a self-starter and self-motivator, this person is willing to learn new things quickly in order to make production more efficient. This coach understands and respects the culture, where every penny counts. They will do everything possible to lead the production team to success.

The ideal candidate is hard working, humble, positive, responsible, patient and takes pride in getting things done quickly, efficiently and with minimum waste. Being willing to listen, to trust and solve issues as a team, and maintain a sense of humor come naturally to our Production Manager.

The right candidate takes ownership and has strong organizational skills. He or she is approachable and is someone who relates well to others. This smart person is not afraid to ask questions, is open to trying new things and is able to predict problems and develop solutions. He or she not only knows and understands the limitations of production but also understands the needs of a small business. They thrive on challenges and has the big picture in mind while also being detail oriented.

Roles and Responsibilities:

- Oversee production activities in a first shift operation
- Plan and schedule manufacturing processes in order to assign tasks and bring orders to completion, meeting due dates, and managing margin efficiency
- Make production improvements and implement costs saving initiatives
- Analyze issues, anticipate and resolve problems, recommend improvements and implement required changes
- Promote a clean and safe working environment
- Communication with internal departments on production goals and deadlines
- Coach, mentor, and evaluate employees as necessary
- Provide leadership to the facilities operations and development of employees
- Produce solutions and use appropriate problem-solving techniques to resolve plant issues

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- Supervise team leads and crews to obtain top-quality products and efficient
- Assist purchasing to plan parts and materials needed for production schedule
- Leading and assisting with continuous improvement initiatives and process improvements
- Evaluating production levels and proposing adjustments for efficiency

QUALIFICATIONS:

Experienced in manufacturing operations, including filling machine operation, warehouse, production, assembly, shipping/receiving, silkscreen printing is a plus.

The ideal candidate for this position will possess / will be:

- Bachelor's degree is preferred (Manufacturing, Packaging Science, Packaging Engineering or related field)
- At least 5-10 years in a similar manufacturing environment
- Proven experience in a leadership role in a manufacturing facility
- Consumer products packaging industry experience is a plus
- Ability to lead team members toward the achievement of company goals
- Experience making improvements to the manufacturing process
- Ability to effectively utilize Microsoft Office (Word, Excel and Outlook)
- Ability to effectively communicate due dates and expectations for time required to complete jobs to production and assembly team members
- Ability to plan and schedule manufacturing processes in order to assign tasks and bring orders to completion
- Ability to supervise a manufacturing operation, involving multiple processes and talents, effectively, at high utilization.
- Strong organizational skills and positive demeanor
- An ability to multi-task, set priorities and maintain them
- Decision-making and trouble-shooting skills, and the ability to evaluate options and present alternatives to management
- Experienced in inventory control, time management, and quality control
- Oral communication skills which are clear, concise and effective. This position has daily production responsibilities, and ideally communicates regularly with the rest of the production team, as well as management and customer service
- Willing to learn new applications and skills -- examples of recent work include implementation of new equipment, new product development, adaptation of new inks and reclamation procedures.
- Strong accountability and a willingness to be responsible for their role on our growing company's team
- Military Backgrounds are a plus

References and a clear drug test (paid for by the company) will be required.

PRIMARY DUTIES:

Operations & Production

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- Works with management to anticipate production backlog, and effectively schedule production for efficient utilization of a staff of 15-25, comprised of full-time, part-time and seasonal team members (No temporary staffing is used)
- Constantly and consistently monitoring production to ensure deadlines are met, quality is up to standard, and that efficiency is maintained
- Meets production goals by allocating resources accordingly
- Supervising the manufacturing and production of orders, including
 - packaging/assembly operation, and optimizing for best efficiency and quality
 - compounding of liquid formularies and prepping products for filling
 - printing, labeling, bottling, filling, capping and packing liquid cleaners
 - printing, labeling and packaging polishing cloth products
 - shipping completed orders, accurately and on schedule
- Counts, records and enters data into systems as needed to track daily and weekly performance and production
- Gains willing cooperation from staff to meet production goals, safety and training efforts
- Communicates with management with updates and reports related to production staffing, operations, issues, and successes
- Recommends personnel actions such as promotions, discharges, and disciplinary measures for operations staff to Human Resources

Quality Control

- Finished product inspection and tracking
- Ensures that policies, procedures and formulas are followed in a consistent manner
- Documenting and enforcing standard operating procedures for all production tasks
- Providing timely feedback to purchasing and sales team related to inventory or finished product quality issues, identified during production operations

Inventory Control

- Enforcing procedures and monitoring production to minimize inventory waste and shrinkage
- Physically receiving raw materials into warehouse, and coordinating with purchasing to ensure inspection and identification of issues
- Assisting purchasing to evaluate inventory received against quality control standards, and to coordinate purchasing efforts to optimize inventory levels and meet production needs

Safety

- Maintains all MSDS / SDS forms for materials on hand
- Leads by example to maintain a safe working environment by working closely with management, enforcing company policies and observing all safety and environmental guidelines
- Participates in Workers Compensation training programs on behalf of the company to reduce premium costs, and develop best practices

Maintenance

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- Maintaining maintenance, and general working order of machinery and equipment
- Coordinating scheduled / routine maintenance during two planned shutdown time frames during each calendar year
- Responsible for emergency troubleshooting in the event of equipment failure, and returning to production up-time as quickly as possible
- Coordinating with purchasing to develop and maintain relationships with parts and equipment suppliers to facilitate support when needed

Other Duties

- Supporting the sales team as necessary in a variety of sample making and custom projects, and new product initiatives
- Striving to continuously improve operational efficiency, and quality of products
- Develops a skilled and motivated staff by ensuring that employees receive training and development consistent with their job responsibilities
- Coaching, and leading our production team to success!

POSITION TYPE:

Full Time: 40-50 hours per week

Anticipated hours: 7:00 am – 5:00 pm (including lunch). Shift is 7:30 am – 4:30 pm, Monday - Friday

Must be available for additional overtime during times of high production.

SALARY LEVEL/COMPENSATION:

Compensation is based on experience. \$65,000 - \$85,000 based on experience. Incentive compensation also available. Additional benefits include: paid vacation, paid holidays; participation in company retirement savings plan with Employer match; and excellent group medical benefits plan.

HOW TO APPLY:

IF you meet the qualifications, and are interested in the position, please submit RESUME AND COVER LETTER indicating your interest in this position, to hr@thekingswoodcompany.com.

ADDITIONAL INFORMATION:

No phone calls please. Submit resume, references and any relevant information via email. Visit our website at www.thekingswoodcompany.com for more information about our growing company, and this excellent opportunity.