

Packaging Manager

Summary:

Manage the day to day operations of the packaging department to ensure all customer requirements for proper packaging are met. Manage the design and quotation process of existing and new packaging business. Develop procedures for packaging associates insuring customer and quality requirements are adhered to. Manage a work group handling various packing, crating and kitting duties to ensure proper safety measures are taken at all times. The development of all team members to include mentoring, on the job training and outside training.

Essential Functions and Responsibilities:

Develop and execute the business plan for the packaging department. Maintain all costs to within budget and ensure profitability. Responsible for balance sheet, profit and loss, C/F expense. Participate in new business development projects. Create the business plans and generate revenue to support profitability. Meet revenue goals each year as assigned by General Manager. Provide excellent communication with all clients at all times.

Manage all current and new customers packaging related requirements, communications with customer, special projects including development and implementation of new business opportunities with customers. Ensure proper labor, material equipment, facilities, systems, etc. are available. Customers must be completely satisfied and receive defect free services and products.

Support Distribution Center operations through packaging improvement, materials selection and packing procedures. Invoicing, packaging systems control, purchasing, scrap authorization, quality control documentation and corrective action requests.

Manage the packaging of all parts suppliers and contract packagers for damage effectiveness, quality, space utilization and cost. Engineering design approval for new model parts, quoting of "new" projects. Engineering design for sheet metal.

Coach, mentor and conduct training for all associates based upon career assessment and departmental needs.

Operational responsibility for production, work orders, receiving, quality, materials purchasing, inventory control, etc. Oversee departmental processes and coordinates inter-departmental activities. Creation of guidelines, procedures, internal procedures, customer new model provisioning issues and meetings, specification documentation and database creation and control.

Educational Requirements:

Bachelors degree required. Preferred degrees are in packaging engineering, business or management. In addition to a degree, required five (5) years packaging experience and five (5) years supervisory experience and three (3) years working with business financial statements.

Qualifications:

Thorough knowledge of packaging materials, equipment and processes. Understanding of supply chain activities including transportation, warehousing, distribution and systems. Proven leadership skills that motivate, generate pride and enhance respect for others. Strong knowledge of computers and related software programs such as Microsoft Office, Access and Warehouse management Systems (WMS). Background in ISO and Kaiszen a plus. Must be able to read, write, comprehend and communicate written or verbal instructions, policies and procedures.

To apply for this position please send your resume to humanresources@promaxauto.com