

JOB DESCRIPTION

Business Progress Group – Group Head / Assistant Manager

Department: BPG
FLSA Status: Exempt

Job Status: Full-Time
Reports to: Division Head

Date: October 15,2019

POSITION SUMMARY:

This position is responsible for providing necessary leadership and training to the Business Progress Group consisting of Specialist and Associate Team Members. Position will interpret company policies and enforce company rules, monitor budgets and responsible for performance of duties in support of Sales/Customer Relations and Purchasing, consisting of customer quotations; supplier pricing; quality confirmation, transaction conditions, purchasing periods, evaluations, manufacturing conditions, ordering/purchasing, instructing supplier on production needs, while in support of the company objectives.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Responsible for direct management of the Business Progress Group.
- Must be able to successfully lead and function within a team environment and be able to identify and promote changes for improvement activities through team leading and organization.
- Maintain communications with parent company on supplier issues and quotations for various products.
- Facilitation of bid proposals and negotiation of contracts within budgetary limitations and scope of authority.
- Must ensure compliance with the Toyota Production System and company policies/procedures and train and develop BPG members on proper procedures.
- Will be required to interact with Customers, Vendors and Suppliers and be responsible for positive customer/supplier relations and maintain current and future relationships with Customers, Vendors and Suppliers.
- Must assist to develop and adhere to yearly department goals and detailed plans.
- Responsible for implementation and follow up of countermeasure activities related to customer and/or department issues.
- Must be able to travel on business domestically and internationally as required.
- Responsible for identifying needs of direct reports regarding training and development in order to improve individual skill levels of all members of the group and provide feedback semi-annually.
- Coordinates with and provides guidance to Production, Quality and Engineering to support needs of the customer by facilitating communications to meet established expectations and problem resolutions.
- Direct responsibility for day-to-day interaction with Customers and suppliers/vendors, supports long-term strategic initiatives to ensure goals and objectives are met.
- Responsible for completion of contract/agreement documentation, internal account setup of suppliers and vendors, providing vendors with new purchase orders, obtain product or service information such as price, availability, delivery schedule and contact vendors with discrepancies of quantity and/or quality.
- Responsible for maintaining history of pricing, quickly summarizing pricing analysis including strategies for future negotiations.
- Responsible for professionally prepared, attractive literature and promotional materials that present its products and services in a professional manner.
- Will review purchase requisitions and assist the requisitioning party through purchasing process when necessary.
- Help develop and maintain inventory tracking system.
- Must maintain all ISO-14001 Standards, including procedures and work instructions.
- Responsible for copying of data and compiling records and reports.
- Assisting other departments when it is required.
- Other duties as required.

POSITION QUALIFICATIONS:

- Must have supervisory knowledge/experience in a manufacturing environment, preferably in an automotive industry.
- Must display leadership ability, able to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and effectively supervise others.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Must be supportive of OTICS USA, Inc.'s philosophies and policies and maintain a high-morale environment
- Must have general understanding of production control in mass-production manufacturing.
- Analytical Skills - Must have solid problem solving skills using a variety of statistical and root cause tools.

- Technical Aptitude - Ability to comprehend complex technical topics and specialized information. Must be able to manipulate and analyze various forms of mathematical information and data with current and future products.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Presentation Skills - Ability to effectively present information publicly. Must be an articulate and fluent communicator, written and verbal, and at ease with public speaking. Able to effectively communicate and interact with customers/suppliers or employees of the organization from a variety of cultural backgrounds in both a formal and informal environment.
- Must be capable of maintaining a high level of confidentiality.
- Must be patient and able to deal with constant interruptions.
- Must be detail oriented, able to work under pressure, receptive to training and performing functions in multiple areas.
- Must possess the ability to perform at required production standards.
- Ability to read and follow work instructions, procedures and policies.
- Ability to read and or develop and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to travel on business domestically and internationally as required.
- Willing to adjust hours to meet job needs; ** May be required to work overtime and off shifts as necessary.

EDUCATION

Bachelor's degree in business or technical field preferred.

EXPERIENCE

1-3 years related experience, previous sales and customer relations and/or purchasing or procurement experience in automotive manufacturing environment desired.

COMPUTER SKILLS

Must be efficient in computers and computer applications. Ability to use Microsoft Office programs and other software, hardware applications. Must especially be proficient or possess the skills and ability to become proficient in the use of Excel.

CERTIFICATES & LICENSES

Certificates or diplomas from an accredited college or skill center in machining or machine tool manufacturing highly desired.

SUPERVISORY RESPONSIBILITIES

This job will focus upon the direction of work activities and will be responsible for direct management/ supervisory duties affecting salary and hourly associates.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

WORK ENVIRONMENT

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.