



Position Title: Vice President, Operations

Department: Operations

Reports To: President & CEO

Prepared Date: 2/22/2021

SUMMARY

Miltope Corporation manufactures rugged computers and computer devices. We have multiple offices located primarily in the United States. We encourage a healthy work life balance with our PTO programs and 9/80 work week. In addition we have excellent benefits such as tiered health plans through BCBS, 401k and various insurances that are employer paid.

The Vice President, Operations is an experienced and educated leader who makes critical decisions that ensure that the company's manufacturing operations are sustainable and profitable, while also offering guidance to direct line managers. The Vice President, Operations has the overarching responsibility that departments satisfy customer service needs and produce goods that meet quality standards while not wasting supplies or producing scrap. This position shares financial responsibility (Revenue and P&L) with the CEO by assisting to develop solid strategies for the manufacturing roadmap including logistics, production planning, manufacturing, manufacturing engineering and quality assurance. The Vice President of Operations is committed to producing superior products, supporting customers and adhering to budget. This position is committed to the long term strategy of Miltope by providing day to day excellence in Manufacturing. This role works collaboratively with other senior leaders and other departments to support their efforts in accomplishing Company goals, directs and measures progress in order to make changes to increase efficiency, ensures that directorates maintain a safe workspace by enforcing standards and procedures and keeping compliance with legal regulations and ensures documentation is complete. The Vice President, Operations establishes team focus by developing and communicating goals in support of the visions and values of Miltope. The Vice President, Operations develops others by delegating responsibility, providing high-impact performance feedback, and assisting in conflict resolution and manages organizational transformation and by communicating change to the team, problem solving, and establishing structure. The desired candidate is an excellent leader with superior communication, motivation and customer skills who is experienced in reporting and presenting to Senior Level-Management with excellent business acumen. This position will similarly ensure that the functions have the key indicators needed to guide efforts, will ensure that metrics tracked/reported are



sufficient to impeccable production, and can identify early indications of potential problem areas. The Vice President, Operations must deliver on contractual and financial commitments, champion Miltope's standards of conduct, and promote a perspective for the most effective solutions to meet customer needs and grow the business.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

- Support in strategic planning in order to upturn proficiency, productivity, and efficiency of the projects and operations of the business.
- Manage the operations, logistics, production planning, production engineering, product support and quality assurance of the organization through successful KPIs.
- Direct functions and sequences of work to obtain optimum utilization of workforce and meet revenue/realized gross margin projections within budget.
- Directly involved in managing cost analysis on all projects and to identify and make improvements where needed.
- Directly involved in achieving high customer satisfaction on all projects through the end of warranty to help achieve Company goals as measured by successful goal completion.
- Responsible for maintaining high employee satisfaction with all direct reports, their people and to assist to other functions.
- Responsible for the execution of the Company's quarterly, annual, five year and long-term goals in line with the Company's Vision, Mission and Guiding Principles.
- Contribute to the review and revisions to the Company's current Standard Operating Procedures (SOPs) to more effectively manage the organization's current production/delivery activities and its projected growth.
- Manage and assist in the smooth and efficient flow of information through the Operations Department.
- Directly accountable for all projects being delivered on time/ahead of schedule, on budget and with high customer satisfaction.
- Direct and coordinate the continuous improvement efforts through new findings from "post mortems" conducted on every project, job cost budgeting process, job costing methodology and customer communication processes.
- Analyze general economic, business, and financial conditions and their impact on the operations departments.

Supervisory Responsibilities: Yes



BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

- Must have a Bachelor Degree with a Minimum 15 years combined experience in any of the following: Operations, Quality, Planning, Business Management or Engineering Project Management.
- Minimum of 10 years Leadership Experience - Either leading functional teams or projects
- U.S. Citizenship Status is required
- Ability to achieve and maintain active DoD Security Clearance

Required Knowledge, Skills, & Abilities:

- Ability to organize, schedule, budget and coordinate work phases; excellent time management skills.
- Strong interpersonal, verbal and written communication skills to interface with internal employees, external customers, vendors, and be able to accurately document, report and present
- Proficient with Microsoft Office (Word, Project, Visio, Excel & PowerPoint); proficient experience using internal ERP systems.
- A drive for results in a teambuilding environment
- No travel restrictions

Preferred Education & Experience:

- Master's Degree in Business, engineering, or related field
- Experience in Six Sigma, Lean Manufacturing, 6S and 20 Keys
- Excellent oral and written communication skills
- Ability to effectively manage competing priorities and deadlines
- Ability to handle multiple tasks in a fast paced environment
- Ability to think proactively
- Excellent problem solving, organizational, and communication skills

Physical Demands and Work Environment:

- While performing the duties of this job, the incumbent is frequently exposed sitting, lifting, walking and reaching in a desk/office environment.
- The noise level in the work environment is usually moderate.