

SIMCONA

SOURCING, PROCUREMENT & LOGISTICS

275 Mount Read Blvd.
Rochester, NY 14611
Tel: 800-274-6266
www.simcona.com

DIRECTOR OF PROGRAMS – MANUFACTURING SERVICES

Simcona Electronics Corporation is a leader in the design and manufacturing of custom subassemblies. Headquartered in Rochester, NY, Simcona is one of the largest contract manufacturing companies specializing in industrial electrical panels, cables & wire, and other electrical and mechanical subassemblies.

We are experiencing rapid growth and are seeking to recruit a high-energy and extremely capable individual to help lead and be a member of our management team. If you are eager to join a winning team and thrive in an evolving environment that offers continuous learning opportunities, then Simcona is the place for you to be.

Our Manufacturing Services Team builds and tests electrical control panel assemblies for customers on a contract basis. We are a service company, helping our customers by performing a portion of their manufacturing process. We receive designs from our customers and set up production lines to build electrical panels according to each individual customer contract. A customer project could be a single order for a defined number of panels or multiple orders for panel manufacturing that spans a year or more.

The Director of Programs is responsible for process, productivity, profitability, and projects.

- **Process** – implement and oversee continuous improvement and lean manufacturing concepts.
- **Productivity** – labor, automation, materials, combine to produce maximum output.
- **Profitability** – continuous attention to improve gross margins, through incrementation change and significant change.
- **Projects** – oversee that company meets contractual obligations and exceeds customer expectations.

Responsibilities & Duties:

- Use proven lean manufacturing and process development methods to drive continuous improvement in all areas.
- Define and manage 5S program in all production areas.
- Maximize performance of employees through coaching, teaching, disciplining, and motivating.
- Define and manage the processes, including but not limited to the following:
 - Cost estimating
 - Pricing and quoting
 - Engineering and project change process
 - Collecting actual costs (labor & materials) and comparing with cost estimates to continuously improve.
 - Research, evaluate and recommend investments in automation.
 - Liaison among customer, sales, manufacturing, and engineering.
 - Coach employees on lean manufacturing, change management, and project management.
 - Work collaboratively with manufacturing, engineering, finance, sales, and executive team.

Qualifications & Skills:

- Demonstrated ability to drive change in an organization.
- Lean manufacturing green belt (black belt preferred) with project leadership experience.
- Experience in manufacturing of complex products that include electrical and mechanical components and assemblies.
- Knowledge of production processes, quality control, lean manufacturing concepts, and effective techniques used to maximize production.
- Proven experience working in or supporting sales and customer service.
- Proven interpersonal and management skills for creating a positive, healthy, and collaborative work environment.
- Strong problem-solving skills. Ability to evaluate complex problems and effectively implement solutions.
- Experience with the collection and analysis of metrics to make informed decisions and to lead continuous

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- improvement.
- Ability to read and interpret electrical, mechanical, and process documents.
- Computer skills including spreadsheet, presentations, project management, ERP systems, and Microsoft Office tools.
- Must be able to work independently, with minimal supervision.
- American citizen and/or legally allowed to work in USA.
- Bachelor's degree in science, engineering, or finance.
- MBA a plus.
- Project Management Institute (PMI) certification a plus.