This is a salaried exempt position which works within the Operations group, reporting directly to the Director of Operations, with primary responsibility for the administration of all operations and personnel of REM’s facility.

**As members of the REM Management Team, all managers are expected to:**

* Monitor changes in technology, law, regulation and the economy and develop plans to secure REM's competitive position.
* Manage operations by directing and coordinating activities consistent with established goals, objectives and policies.
* Recommend actions and participate in decisions to strengthen the company's market position, improve operational performance and influence long range business plans
* Insure confidentiality and reliability of corporate data, proprietary information and intellectual property.

**Key Functions**

* The Facility Manager is responsible for the operation and administration of the REM Facility; for the supervision of all ISF Services, Plant and Office personnel engaged in the facility support functions.
	+ Management/maintenance/care of and security for all physical aspects of REM’s Facility.
	+ Management/maintenance/care of all related Equipment.
		- This includes but is not limited to ISF Services, Plant, Manufacturing, Waste Treatment, Dock, Grounds, Office, Kitchen, Restrooms, Computers, Security System, & Phones.
	+ Serves on the Operations Vital Factor Team (OVFT)
	+ Conducts performance review process (including employee growth plans), drives accountability with the facility’s Operations Team, and leads the hiring/termination process in conjunction with the Human Resources Manager.
	+ Manages and resolves employee conflict
* Responsible for implementing and flowing down corporate procedures, policies and initiatives.
* Manages production schedules to fulfill current or forecasted orders for ISF Services and Manufacturing.
	+ Reviews orders, shipping requirements, capacity, raw materials and inventory prior to establishing production schedules.
* Management of Customer Service related to ISF Services and Manufacturing.
	+ Works with Director of Operations, Sales Engineers, HSEQ, RRG, Accounting, and Customers to resolve Purchase Order, Payment, Performance, Health & Safety, Environmental, and/or Quality Issues
* Providing support to Marketing and Sales in relation to general administrative tasks in order to facilitate efficient pursuit of and acquisition of customers
* Management of Shipping/Receiving function to ensure accurate, on time, and organized operation
* Management of Quality Control related to ISF Services, Manufacturing, Shipping/Receiving, and Office in support of the HSEQ
* Responsible for purchasing, and maintaining purchasing policies and procedures.
* Responsible to liaison with and manage external parties, suppliers and sub-contractors on matters relating to ISF Services, Manufacturing, Raw Materials, Health & Safety, Environmental and Supplies for Facility, Production, Quality, or Equipment.
* Management of Records including movement & storage relative to Sales, Inventory, Manufacturing and ISF Services..
* Assists HSEQ in maintaining compliance and improving Health & Safety, AS9100 Quality Control, and Environmental Programs.
* Responsible for training and continual education programs related to ISF Services, Manufacturing, Operations, Customer Service within these areas of responsibility as well as in relation to AS9100, Health & Safety, and Environmental compliance.
* Recognize, troubleshoot and solve Purchasing, Production, Staff, Health & Safety, Environmental and Quality problems, as well as take preventive or corrective action when necessary.
* Evaluates production capabilities, facilities and implements methods for improving facility equipment, processes and operating conditions.
* Evaluates and develops improved techniques for the control of Production, Quality, Reliability, Environmental, and Health & Safety.
* Leads LEAN initiatives and flows-down LEAN principles for continuous improvement.
* Drives KPI performance through Daily Management and Gembas
* Drives for continuous improvement opportunities
* Generates or assists in the generation of the relevant REM U courses within the above stated areas of responsibility
* Maintains accurate and up to date skills matrices for all subordinates
* Performs other unanticipated assignments as requested by Senior Management and the Director of Operations.
* Provide ISF Services technical expertise to all levels as needed

**Job Related Skills**

Technical Skills

* Computer skills- Excellent
* Understanding of Company Policy- Excellent
* Understanding of current ISF technology- Strong

Interpersonal and Communication Skills

* Verbal- Excellent
* Written- Excellent
* Training Skills- Excellent
* Organization- Excellent
* Time Management- Strong
* Negotiation Skills- Strong
* Team Skills- Strong
* Mediation Skills- Strong
* Presentation Skills-Good
* Project Management- Good
* Multicultural Communication Skills- Good

**Management Expectations**

* Adheres to REM Policy and Procedures
* Acts as a role model within and outside REM
* Performs duties as workload necessitates
* Initiates and engages in effective growth and development for self and subordinates
* Maintains a positive, respectful attitude
* Maintains and protects company and personnel information in utmost confidence
* Participates on committees and special projects as directed by Senior Executives and seeks additional responsibilities.
* Available to work, nights, weekends and holidays if needed
* Flexible work hours (temporary and if necessary)
* Accountable for Quality and Quantity of Work
* Able to travel when needed
* A positive - can do attitude

**Relationships**

* This position reports to the Director of Operations
* Frequent interactions with other Managers and all facility employees

**Authorities**

* Utilization of REM’s Travel Expense Policy
* Conducts employees’ performance reviews
* Leads hiring/termination process in conjunction with Human Resource Manager
* Purchasing:
	+ All routine expenditures within the facility’s Operations Budget
	+ Non-routing expenditures under $1,000 with approval

**Qualifications**

* College Degree and/or experience in the same field
* +5 years’ experience with:
	+ General management
	+ Working in a Quality Management System(s), preferably ISO9001:2008 or higher
	+ Managing budgeting processes and P&L responsibilities
	+ Supply Chain Management
	+ LEAN tools or equivalent
* Strong computer skills (in general)
* Strong project management skills
* Experience with chemicals with a focus on EH&S preferred

See also ‘Employment Recruitment REM Chemicals, Inc’.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This employee is occasionally required to: stand; sit; walk; travel by air or car; use hands; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must occasionally be able to lift and/or move up to 25 lbs., use close vision, distance vision, peripheral vision, depth perception, and the ability to focus vision.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as exhaustive lists of all responsibilities, duties and skills required of personnel so classified.