



1000 Western Drive • Brunswick, OH 44212-4330

PHONE: 330-225-3200 • FAX: 330-225-1499 • [www.columbiachemical.com](http://www.columbiachemical.com)

**At Columbia Chemical, providing quality additives for the metal finishing industry is our business. Since our beginning in 1975, we have specialized in developing high quality plating processes. Located in Brunswick, OH, Columbia Chemical is an ESOP Company with easy access to Interstate 71. Columbia Chemical is an Equal Opportunity Employer.**

**Position Summary:** Director, Operations

This position is responsible for overseeing all aspects of the supply chain process, including but not limited to, purchasing, order processing, receiving, manufacturing, and outbound shipping. Responsibilities include overseeing daily orders and operations, supervising personnel, as well as setting the plant's strategic direction. This position also oversees the company's preventive maintenance program, repairs to equipment and facilities, installation of new equipment, and safety program. This position will also assist with ISO programs and IT systems.

**Essential Functions:**

1. Oversee operations department daily activities including production, scheduling, purchasing, order processing, shipping, and receiving. Set strategic goals, provide direction, and implements process improvements for departments.
2. Supervise and conduct performance reviews for direct reports. Ensure employees are adequately trained, departments are adequately staffed, and work instructions are being followed.
3. Facilitate on-time completion of customer orders with customer service, production, and shipping to assure orders ship as required as customers are satisfied.
4. Oversee inventory levels and work with scheduling, production, shipping, accounting, customer service, and purchasing to determine optimal inventory given current demand.
5. Facilitate physical inventory counts as scheduled. Investigate discrepancies, and develop a plan to rework, return or scrap obsolete and damaged inventory.
6. Oversee company safety program, maintain safety records, and perform employee safety training to assure safety goals are met. Oversee raw material SDS, hazmat disposal, container recycling, and plant waste disposal.
7. Participate in the company's strategic planning process including SWOT analysis, budgeting, capital expenditure budgeting, sales forecasting, and initiative planning.
8. Assist in budget, design, implementation, and training of new ERP system in 2021. Help maintain and modify ERP after implementation.

**Nonessential Functions:**

1. Oversee facility maintenance including building maintenance such as snow removal, lawn care, building security, HVAC systems, plumbing, and housekeeping. Oversee preventive maintenance program, repair of plant equipment, and major plant equipment purchases.
2. Assist in the manufacture of production batches if the workload exceeds capacity.
3. Assist in order processing in customer service if the workload exceeds capacity.
4. Other duties as assigned.

**Competencies:**

1. Communication skills
2. Flexibility and adaptability
3. Works well in a team
4. Quality of work
5. Ability to multitask



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6. Strong analytical skills

#### **Work Environment:**

1. This position is performed in an office and warehouse setting, five days a week with typical work hours being 7:45 am through 4:00 pm. The ability to telework may be available in special circumstances.
2. Frequently this position will be required to walk into the lab, office, and up or down flights of stairs to gather information or collaborate with other departments.
3. Proper personal protective equipment (PPE) should always be worn, including safety glasses and steel-toed shoes.
4. This position is salaried.

#### **Physical Demands:**

1. While performing the duties of this job, the employee is regularly required to lift, walk, stand for extended periods, sit, bend, reach with hands and arms, climb, push/pull, use hands, and see, hear and speak.
2. The employee must routinely lift and/or move up to 55 pounds, and occasionally up to 70 pounds.
3. The noise level in the work environment is usually loud and temperatures will vary with the seasons.

#### **Technical Expertise/Specialized Knowledge:**

1. Proficiency in MS Office [Outlook, Excel, Word] and Adobe or similar software is required.
2. Supervisory experience is required.
3. Ability to use general office equipment such as computer, printer, copier, fax machine, and scanner is required.
4. Knowledge of inventory and continuous improvement management systems such as lean manufacturing, JIT, and Six Sigma is preferred.

#### **Education and Experience:**

1. Education: Bachelor's degree is required with coursework in supply chain management, lean manufacturing, project management, chemistry, or chemical engineering. A Master's degree is preferred.
2. Experience: At least 10 years of warehouse management experience is required; experience in batch blending of hazardous materials is preferred. ISO 9001 experience is preferred.
3. Certification: Current D.O.T., IATA, and IMDG certifications are required, or must be obtained within 90 days of hire. Tow Motor certification must be obtained within 90 days of hire.

#### **Compensation:**

1. Healthcare, 401(k), Employee Stock Ownership Plan
2. Salary commensurate with experience

#### **Contact:**

Email resume in PDF or Word format to [careers@columbiachemical.com](mailto:careers@columbiachemical.com)

*No phone calls please.*