



Job Title: Production and Inventory Control Manager
Reports To: Vice President of Operations
Location: Escondido, California

Please note this position is designed for candidates with a minimum of 5 years of team leadership in production planning, logistics, or inventory control. Experience in manufacturing/assembling/testing of electronic equipment and working knowledge of ERP systems is mandatory. Candidates who do not meet these criteria will not be considered.

The **Production and Inventory Control Manager** is accountable for achieving objectives and efficiencies through sound leadership and establishing operational targets for the manufacture and assembly of all Smartcover products. The role is accountable for encouraging a culture of continuous improvement, safe work and open communication.

DUTIES AND RESPONSIBILITIES:

- Leads, grows and maintains staff by recruiting, selecting, orienting, training, and mentoring/developing employees.
- Encourages a Smartcover culture, change, accountability, and continuous improvement mindset throughout the production team.
- Monitors production and testing processes to maintain efficient work-flow by;
 - Overseeing personnel and resources,
 - Implementing cost reductions,
 - Developing reporting procedures and systems,
 - Initiating and fostering a spirit of cooperation within and between departments,
 - Overseeing complex and advanced assembly of products according to established specifications and instructions.
- Completes Production planning and scheduling by;
 - Scheduling and assigning personnel,
 - Establishing priorities,
 - Ensuring quality work results through monitoring progress, revising schedules, and resolving problems,
 - Reports results on shift production summaries.
- Responsible for all on-site operations; production, safety, shipping/receiving, inventory control, and facilities management.
- Monitors the functioning of all equipment and initiates necessary repairs.
- Responsible for Production Quality and Reliability program elements;
 - Oversees product Quality Control and performance testing and ensures accurate reporting of results.
 - Monitors performance of final checks and adjustments for any defects.
- Maintain an inventory tracking system for optimized inventory control procedures.
- Provide inventory forecast based upon warranty history and sales forecast.
- Document daily shipments and deliveries to replenish inventory.
- Create detailed reports for adjustments, inventory operations and stock levels.
- Ensures compliance with all health and safety and environmental legislation including, but not limited to, the Occupational Health and Safety Act and Regulations and SmartCover Policies, Procedures and Code of Conduct.
- Acts as liaison between manufacturing, R&D, and engineering to get engineering requests processed correctly and in a timely manner.
- Other duties as assigned.

SKILLS:

- Proven operations management leadership and change management skills with a track record of success.
- Strategic thinking professional who can communicate at all levels and execute plans.
- Possess excellent organizational and follow up skills, with a strong attention to detail.
- Possess and demonstrate skills necessary to analyze information, problems, procedures and situations and provide resolution.
- Ability to read and understand engineering BOM, ECO, ECR processes and translate to production
- Working knowledge of QA/QC systems and processes.

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- Ability to investigate and resolve problems, do a root cause analysis, implement process improvements, and complete risk analysis.
- Willingness to think outside of the box and adapt best practices to our rapidly growing environment.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Production Planning, Supply Chain Management, Business Management, or related field is preferred.
- Minimum of 5 years past experience in team leadership, planning, and inventory control in a manufacturing environment, preferably in an electronics manufacturing/assembly environment.
- Experience with trade logistics; import/export, Dangerous Goods shipping, etc.
- High proficiency in all Microsoft Office applications.
- Sound knowledge of material requirements planning (MRP/ERP) and related software.
- Extremely strong written/verbal communications and interpersonal skills.
- Candidates with military experience in these areas are encouraged to apply.

LIVES THE COMPANY VALUES:

- Make it SIMPLE & EASY for our customers
- People first: PROACTIVE & EMPOWERED
- HONESTY, HUMILITY & INTEGRITY in everything we do
- Never mistake ACTIVITY FOR ACHIEVEMENT
- REPUTATION trumps profit
- Committed to CONTINUOUS IMPROVEMENT

ABOUT SMARTCOVER:

SmartCover® (www.smartcoversystems.com) is a pioneering technology solution provider serving the wastewater industry. We're driven by the mission to preserve and protect our environment, communities and quality of life throughout North America. Since 2005, SmartCover® has established an industry leading position, implemented the largest wastewater collection system monitoring project in the U.S., supported essential infrastructure response teams to prevent thousands of sewer spills and save millions of dollars for wastewater utilities. The SmartCover team has established installations and references with key clients and partners with solid product and world class customer service, the company is on an accelerated growth path, headquartered in the San Diego area with satellite offices across the U.S.