

February 4, 2014

AndyMark, Inc.

Position: Director of Operations

Reports To: President

Job Summary and Key Objectives: Directs the process of order fulfillment, inventory management, and parts tracking within the company operations. This manager leads a crew of people which includes assembly and manufacturing, purchasing, and order fulfillment. This person works in partnership with design engineers who provide new and improve current products. The ability to work directly with AndyMark's business processes, inventory accounting and order payment processing is also involved.

Key Responsibilities and Tasks:

- Excellent leader of operations staff, which includes order fulfillment, assembly, purchasing, along with shipping and receiving
- Strong engineering background is recommended
- Experience with inventory management software is required
- Focused on receiving high quality parts from AndyMark suppliers
- Takes pride in providing high quality products to AndyMark customers in a timely manner
- Leads staff, both salaried and hourly personnel, while setting an example of hard work and striving for excellence
- Encourages the culture of developing new operations processes, along with products and services to meet and exceed our customers' high expectations.
- Pack and ship orders as needed, while helping to manage staff in this same duty
- Empowers staff to keep facilities clean and well-maintained

Qualifications and Education:

- Must have experience in operations management and inventory management
- Must have experience in leading personnel
- Must have the ability to work on multiple projects within the same day
- Must be able to create and execute an organized plan
- Preferred to have an engineering or engineering technology degree
- Works with a flexible schedule and demonstrates effective time management
- Must be able to understand entirety of company operations
- Experience as a FIRST mentor is preferred

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.

More information can be requested by sending an email to jobs@andymark.com.