



Associate Operations Manager

TEK Industries, LLC is a full service design engineering and electronic contract manufacturing company located in Vernon, CT. TEK designs, develops and manufactures custom electronic products serving a broad range of Military, Medical, RF, Industrial and Commercial applications. TEK is proud to be an ISO9001:2008 certified company that strives to meet and exceed our customer's expectations.

Position Summary

- Ensure smooth work flow in Production by implementing, coordinating, and maintaining objectives, continual improvement, training and evaluations.
- Maintain QMS, as well as, Safety, Company and agency objectives.
- Balance and achieve positive results in the areas of safety, quality, production, employee relations and cost.
- Implements policies and procedures per company guidelines.

Essential Duties and Responsibilities

- Responsible for maintaining the Production schedule to ensure timely delivery; includes direct interface with customers, Production, Purchasing, Shipping/Receiving.
- Ensure conformity of all employees to QMS, Safety and Company rules and policies.
- Perform internal and external ISO 9001 audits;
- Review work order travelers, bills of material, and customer files/documentation prior to being released to production.
- Assist with all process and procedural controls, updates, and reports;
- Identify and resolve process problems that affect production schedule; work closely with customers to ensure quality and delivery requirements are met;
- Ensure high level of internal and external customer service through investigation of issues and complaints; responsible for all internal and external CARs and PARs;
- Coordinate quality control programs;
- Human Resource & Payroll liaison to Human Resource Manager at NHTC;
- Lead Continual Improvement Team;
- Perform other company duties as needed.

Requirements:

- Bachelor's degree and/or 5-7 years work equivalent.
- Certified ISO 9001 Auditor

- Knowledge and experience of printed circuit board assemblies, components, equipment, and manufacturing
- Experience with problem analysis and resolution
- Experience in leading, team building, and training
- Strong organization, interpersonal and communication skills
- Proficient in Microsoft Office
- J-STD-001 Specialist certified (desired)
- Electrical engineering background (desired)
- Able to lift up to 50lbs

Equal Opportunity Employer