

## Manufacturing Manager

BOMImed Inc. is a Winnipeg based, medical device manufacturer and distributor of airway management, anesthesia, critical care, warming therapy and diagnostic devices. We are seeking a Manufacturing Manager to join our team. The Manufacturing Manager has the overall responsibility for the day-to-day management of BOMImed's Assembly and Manufacturing Departments, as well as infrastructure management.

### Duties & Responsibilities:

- Plan, direct and establish operating activities for Assembly and Manufacturing including production scheduling, resource allocation (equipment and personnel) and materials management.
- Manage Team Leads and direct employees to accomplish goals of the manufacturing plan that is consistent with established manufacturing and safety procedures.
- Demand forecasting and capacity planning.
- Ensure manufactured product inventory levels are adequate to keep up with demand plus safety stock and are accurately reflected in BOMImed's ERP system.
- Ensure work orders are being completed on time within set lead times.
- Hire, train, perform effectiveness checks, develop, discipline, assign accountability, build teams, and evaluate the Manufacturing and Assembly teams including taking corrective action as necessary on a timely basis in accordance with Company policies and procedures and consult with Human Resources Department as deemed appropriate.
- Collaborate with Engineering on the implementation of new processes/capabilities in support of strategic growth plans.
- Identify areas for improvement to reduce costs, increase capacity, improve efficiency, reduce lead times, increase safety, and improve employee work environments.
- Coordinate efforts with other departments in areas of Engineering, Product Development, Purchasing, Sales, Customer Service, Finance and Human Resources.
- Collect and analyze data related to key performance indicators (KPI's) to drive decisions and achieve targets.
- Build positive relationships and work effectively with external sub-contractors, suppliers, vendors, and partners.
- Create and implement departmental policies, standard operating procedures (SOPs), work instructions, forms, and other documentation as required. Maintain records in accordance with company policies.
- Responsible for maintaining the highest level of quality products, including inspection, and testing as required.
- Ensure machine and equipment maintenance procedures are being executed and documentation is up to date.
- Perform investigations, root cause analysis, corrective and preventative actions to address and resolve issues.
- Act as a liaison between department management/subordinate levels, as well as executive/department manager levels to inform personnel of communications, decisions, policies, procedures, and all matters that affect their performance, attitudes, and results.
- Manage annual budgetary plan for the Assembly and Manufacturing Departments.
- Identify, recommend, and implement changes to improve efficiency and productivity while reducing cost and scrap.
- Direct the establishment, implementation, and maintenance of production standards.
- Direct and coordinate various programs essential to manufacturing procedures (i.e. training, safety, Lean initiatives, housekeeping, cost reduction, worker involvement, security, etc.).
- Initiate, manage and coordinate major projects (i.e. layout changes, installation of capital equipment, major repairs, etc.).
- Ensure compliance with all applicable Quality and Regulatory requirements.
- Support Quality and Regulatory initiatives, including internal and external audit support as needed.
- Perform miscellaneous duties and projects as assigned and required.

### Skills Required:

- High level of interpersonal skills, the ability to work collaboratively, build and foster relationships, teams, and work effectively with other departments.
- Excellent verbal and written communication skills.
- Strong leadership and conflict management abilities.
- Must have strong organization skills, including project management, scheduling, budgeting, and tracking deliverables.
- Strong data collection and analysis capabilities, including technical and financial data.
- Technical skills, including manufacturing processes, plastics manufacturing, and automated machinery.
- Familiar with tools and calibration.
- Excellent critical thinking, problem solving and decision-making skills.
- Must be a self-starter and take initiative.

### Education and Experience

- Bachelor's or Master's degree in Mechanical or Manufacturing Engineering. Registration with EGM is required.
- At least five (5+) years of experience in a manufacturing and production environment.
- Experience with the operating and maintenance of manufacturing equipment and machinery.
- At least two (2+) years of managerial experience.
- Understanding of ISO standards, quality management systems, and regulated industries.
- Experience with ERP software systems.
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook, Teams, PowerBI).

BOMImed offers a comprehensive benefits package, pension plan, free onsite gym, paid time off, free parking and more. If you believe this is an opportunity that is well matched to your skill set and capabilities, please email us a PDF'd copy of your resume, as well as a cover letter indicating your key strengths and interests to [careers@bomimed.com](mailto:careers@bomimed.com).

**Subject line to reference: MANF MANAGER 2022**