DIRECTOR OF OPERATIONS:
Reporting to the president, this new position will support the company’s continued growth by facilitating efficient workflows and systems, and ensuring continuous improvement and operational processes, policies and practices. This will be a key member of the leadership team, focusing on creating and improving efficient manufacturing systems.

To apply for this role, kindly submit a cover letter and resume to careers@beeswrap.com. Confidential job seekers wanting more information before deciding whether or not to apply may request a conversation with our recruitment partner, Beth Gilpin Consulting, at beth@bethgilpin.com.

ABOUT BEE’S WRAP:
Bee’s Wrap is a quickly growing company that produces and distributes a sustainable alternative to plastic wrap for food storage, made from beeswax and cloth. Bee’s Wrap is a Certified B Corporation, committed to using our business as a vehicle for social change, bettering the lives of our customers, employees, community and planet. We are a place of productive and creative work, aiming to provide a workplace culture that is engaging, supportive and open-minded to our valued employees. We are located in Middlebury, Vermont, where all manufacturing, distribution, customer service, and administration are based.

POSITION OVERVIEW:
Reporting to the president, this newly created position will be a member of the leadership team supporting the company’s continued and rapid growth. The Director of Operations will oversee the functions of the production floor, as well as the supply chain, warehousing operations, inventory purchasing and management, and wholesale order processing and fulfillment. The Director will be responsible for achieving overall efficiencies in workflows, ensuring effective communication between departments, and continually improving operational processes and practices while sustaining a collaborative and fun work environment. This person will have strong systems and process orientation, problem-solving and project management skills, analytical skills to make data-driven decisions, and a passion for guiding and mentoring employees.

All Bee’s Wrap employees are expected to carry out their responsibilities with diligence, integrity, transparency in communications, and collaboratively with coworkers, customers and vendors. Employees are expected to have the resolve to uphold the goals, objectives and core values of the company.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees and supports day-to-day activities of the manufacturing process, from acquisition of raw material to wholesale order processing to delivery of product to all customers
- Meets efficiency, volume, cost, quality, safety, and profitability KPIs as established in partnership with management peers
- Continually improves the company's health and safety program to promote employee awareness of safety and minimize accidents and injuries
- Increases throughput, quality, and efficiency in manufacturing processes in order to handle rapid growth
- Oversees inventory purchasing and management, utilizing sales forecast and demand planning to ensure adequate inventory levels
- Develops and maintains an effective quality assurance system
- Analyzes cost of potential new products and oversees implementation of new products throughout all departments
- Develops reports and metrics to track production floor efficiencies, identifies opportunities for improvements, and measures progress
- As a member of the leadership team, helps ensure an engaging, supportive and respectful workplace marked by high levels of collaboration, transparent communication and supportive policies
- Maintains close constructive relationships with other departments, such as sales, marketing, finance, and customer service
- Participates in annual budgeting process and manages budgets effectively with support from the finance department and provides justification for any necessary capital improvements

QUALIFICATIONS:

Knowledge and Experience

- Minimum of 5 years of experience in a leadership role in a CPG manufacturing operations environment, including people and materials management
- Familiarity with both high-volume and low-volume manufacturing environments
- Hands-on management experience in a high-growth environment preferred
- Knowledgeable in OSHA requirements and GMPs
- Previous experience using an ERP system and/or familiarity with accounting and manufacturing software applications
- Strong competence in Microsoft Office programs
- Familiarity with LEAN manufacturing principles

Skills and Attributes

- Adaptable and able to navigate normal challenges of a growing business with grace and humor
• Excellent communication skills, attention to detail and ability to manage across multiple internal functional areas.
• Capable and committed to training, supporting, and monitoring the performance of employees.
• Analytical, and passionate about problem-solving, envisioning and creating efficiencies to better achieve continuous improvement in systems and processes.
• Able to establish rapport, put others at ease, and directly address and resolve concerns and conflicts.
• Able to define clear goals for teams and hold teams accountable for achieving them.

**PHYSICAL DEMANDS:**
The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• The employee regularly sits or stands for long periods of time, depending on the work for the day.
• The employee regularly lifts and/or moves up to 50 pounds.

**WORK ENVIRONMENT:**
The noise level in the work environment is usually moderate.

**EQUAL OPPORTUNITY EMPLOYER**
Bee’s Wrap is an equal opportunity employer, all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, place of birth, crime victim status, age, or disability (or any other classification protected by law).