

SCOTT GROUP STUDIO

Job Description

Tufting Manager – 2 Positions
First and Second Shift

Extraordinary people. Exciting possibilities. Your success is what's next at Scott Group Studio. In our highly competitive world there's one thing that sets a company apart – its talent. At Scott Group Studio our employees bring their expertise, enthusiasm, and creativity to work every day. We're committed to making Scott Group Studio a great place to work. A place you can be proud to be a part of, where your talents are embraced and your efforts are encouraged and supported. If you are a person that "puts people first", "see it and solves it", "does the right thing" and "pursues excellence", discover how you can be a part of what's next.

The Tufting Manager requires an energetic, service oriented individual responsible for managing the tufting production process for custom designed carpets and supervising employees in a high volume dynamic operating environment. This manager will be responsible for achieving company objectives related to safety, product quality, productivity and manufacturing costs. This role requires a strong work ethic, good time management skills, and communication skills in accordance with the core values of Scott Group Studio.

DUTIES

- Lead, manage, and hold accountable first shift tufting production personnel
- Develop respectful relationships with team members that fosters a healthy work environment, respects diversity, encourages retention, and facilitates employee training and growth
- Enforce work rules and safety regulations
- Maintains safe and clean work environment by educating and directing personnel on the use of all equipment and materials; maintaining compliance with established policies and procedures; respond to any safety incidences
- Work closely with other areas such as Design, Yarn, Scheduling, Estimating, HR, Customer Service to appropriately staff and oversee products are constructed to specifications
- Monitor production rates, expedite priority projects, and motivate employees to achieve production efficiencies in support of production schedules.
- Record daily production progress in JobTrack resource planning operating system.
- Lead and support Lean/Continuous Improvement initiatives to improve performance in safety, quality, delivery and productivity.
- Advise Production Manager and Operations Director regarding equipment upgrades, workforce performance, training opportunities, process modifications, and product or service modifications
- Hire, coach, counsel and discipline employees as necessary
- Administer employee reviews that focus on employee development and recommend advancement where appropriate
- Work with maintenance department to monitor and control production parts usage

ABILITIES

- Bachelors Degree preferred in the areas of Business Administration, Engineering, or related discipline; preferably at least 5 years of experience in manufacturing production leadership. Internal candidates must have at least 10 years of Tufting experience and achieved the highest Tufting skill level.
- Experience with a customized, made-to-order product preferred

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- Ability to lead, manage and hold employees accountable
- Demonstrated communication, problem solving, and inter-personal skills with a genuine interest in helping others perform at a high production standard
- Ability to view big picture and implement company directives/goals
- Organized with great attention to detail to ensure fulfillment of unsurpassed service and quality. Partner closely with production quality to ensure carpet construction to specifications and resolution of any detected issue.
- Able to supervise and monitor multiple jobs at one time.
- Ability to work flexible schedules and Saturday hours, when required.
- Facilitate a “continuous operation” through effective written pasdown to 2nd shift, production scheduling, and production quality.
- Experience with implementation of Lean manufacturing and continuous improvement practices and tools.
- Comfortable with data and analytics. Proficient with Microsoft Office including Excel. Knowledge of CAD a plus.
- Willing to be hands-on, working side by side with production team members
- Candidates who are bi-lingual in Vietnamese are preferred
- Cannot be allergic to wool
- Must pass color test.

1st Shift Operations: Monday-Friday 7:00 AM-3:30 PM standard. During capacity constrained environments, support shift start-up at 5:00 AM and work required Saturdays.

2nd Shift Operations: Monday-Friday 3:30 PM-12:00 AM standard. During capacity constrained environments, support shift shut-down at 2:00 AM and work required Saturdays.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.