

Red Fox Resources® – Job Description

Job Title:	Service and Operations Manager	Job Category:	Management
Department/Group:	Red Fox Resources	Job Code/ Req#:	
Location:	Oakland, California	Travel Required:	5%
Compensation Rate:	\$60,000-80,000	Position Type:	Full Time
HR Contact:	Juston Smithers	Date Posted:	4/1/2018
Will Train Applicant(s):	As needed	Posting Expires:	5/1/2018
External Posting URL:	www.redfoxresources.com/about/careers/		

Applications Accepted By: Email

To apply for this position, email a resume and a cover letter to brad.edgar@redfoxresources.com.

Please address the following questions in your cover letter

- How your skills and experience make you qualified and a good fit for this position?
- Why you are interested in working at Red Fox Resources?
- Why you believe Red Fox Resources would be interested in working with you.

Email responses to Brad.Edgar@RedFoxResources.com

Subject Line: Red Fox Resources – Service and Operations Manager

Job Description

OVERVIEW

Red Fox Resources is an innovative company focused on recycling, cleaning, and repair of diesel emission control parts. We are a small company of approximately 10 employees and are located in West Oakland. Our team and processes are guided by the key tenets of safety, cleanliness, accuracy, efficiency, and productivity.

We are seeking to hire a Service and Operations Manager. This person will be responsible for the day to day activities in our operations center. The Manager will supervise as well as work alongside other team members performing various workflow tasks. In addition, the manager will be responsible for input and summary of part and production data, developing activity and work flow schedules, managing inventory and work-in-process (WIP), and maintaining equipment and facilities.

The ideal candidate must have experience in a production or service shop environment, with skills related to computers, hand tools and equipment. He/she must have a passion for implementing and improving process operations and must be excited about the opportunity to be lead continuous improvement improvement environment. The candidate will relish the challenge of maintaining orderliness and cleanliness in a fast paced work flow environment.

As the company grow, there will be an opportunity for increased responsibility and personal growth.

The Service and Operations manager will report to the President of the company.

ROLES AND RESPONSIBILITIES

The Director of Operations will have the following roles and responsibilities:

- Report to President and be actively involved with management team on a regular basis
- Set and manage achievement of performance goals based on the tenets of safety, cleanliness, accuracy, efficiency, and productivity.

Red Fox Resources

- Present key operational information, work plans, efficiency improvement initiatives to management team
- Ensure operational capacity meets or exceeds projected demand
- Update and improve processes for collection, shipping, and receipt of parts
- Lead, grow, and manage operations workforce
- Continuously organize and upgrade operations with regard to process, personnel, and equipment
- Manage and maintain multiple Excel databases and business management systems
- Responsible for relationships with vendors and contractors that provide services to the Service and Operations group
- Assist in the design and execution work flow and floorplan to optimize accuracy, efficiency, and productivity
- Organize inbound and outbound freight shipments
- Responsible for safe and clean work environment

Expectations

- Ability to quickly grasp the Company's process, work flow, and goals
- "Whatever it takes" attitude to achieve goals
- Contagious level of energy and enthusiasm
- Vision to understand current and future operational needs related to equipment, processes, software, and personnel
- Self-starter and life-time learner
- Ability to work cross functionally with sales, finance and engineering teams
- Believer in both Red Fox culture and process
- Willingness to work more than 8 hours a day as needed to achieve goals

QUALIFICATIONS AND EXPERIENCE

- A proven track record of meeting personal and professional goals
- Experience in a similar service and operation work environment.
- Familiarity with operating hand tools, forklift, welding and plasma cutting equipment.
- Experience with computers and software (Word and Excel)
- Ability to work with datasets and spreadsheets to produce meaningful reports
- Customer first mentality
- Multi-year experience in either manufacturing or service activities

EDUCATION REQUIREMENTS:

High school degree or GED

ADDITIONAL NOTES

- Candidate must have a valid California driver's license, a clean driving record, and no DUIs
- Candidate may be subject to a background check before hire.

BENEFITS

- Health benefits
- Ongoing access to continuing education training
- 401(k) with employer match
- Vacation and sick time
- Company credit card, expense account, and access to a company vehicle as required