

Job Title: Assistant Plant Manager
Department: Warehouse
Reports to: Chief Operating Officer/Chief Executive Officer
Organization Name: ERI Inc
Organization Web Site: <http://www.electronicrecyclers.com>
About Our Organization: We recycle electronics.
FLSA Status: Exempt

General Purpose:

Manages and oversees overall Plant operations including, de-manufacturing, E-waste material, and quality assurance/control in order to provide a safe clean and well organized workplace to achieve maximum efficiency while lowering injuries. Make recommendations for continuous improvement in productivity, quality, and efficiency of operations. Assure that the Fresno Plant is a blueprint for all future acquisitions.

Responsibilities:

- Assist Plant manager with all Plant operations.
- Coordinate work schedules.
- Promotes and sells ERI's services through vendor contacts.
- Develop a constructive and cooperative working relations with others, and maintain them over time.
- Plan and prioritize work.
- Assure incoming loads match expected Sales Team weights on both a monthly and annual basis.
- Always having knowledge of competitors' pricing in order to maintain competitiveness.
- Sustain and renew vendor relationships.
- Develop additional business through extraordinary customer service and rapport building.
- Use e-business technology.
- Work effectively and efficiently on a computer. This will involve e-mails, database, and spreadsheet knowledge.
- Utilize a variety of electronic recycling concepts, practices, and procedures.
- Possess a desire to build a successful start-up business.
- Possess knowledge of the American Metal Market and the London Metal Market.
- Meet with managers weekly in Logistics and Safety departments.
- Maintain an Action Plan as map for Continuous Improvement.
- Provide constant update of Plant to Plant Manager.
- Approve all overtime scheduling.
- Review and approve all time cards for Plant.
- Report any ideas for efficiency and continuous improvement to the Plant Manager.
- Perform tasks while putting safety first.

Working Conditions:

Plant environment with exposure to dust, noise, equipment and machinery.

Qualifications:

Education and Experience

Years of Experience: 3-5 yrs Production Management

Basic Skills

- Active Learning
Understanding the implications of new information for both current and future problem-solving and decision-making.

- Active Listening
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Critical Thinking
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Learning Strategies
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

- Mathematics
Using mathematics to solve problems.

- Monitoring
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

- Reading Comprehension
Understanding written sentences and paragraphs in work related documents.

- Speaking
Talking to others to convey information effectively.

- Writing
Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- Coordination
Adjusting actions in relation to others' actions.

- Instructing
Teaching others how to do something.

- Negotiation
Bringing others together and trying to reconcile differences.
- Persuasion
Persuading others to change their minds or behavior.
- Service Orientation
Actively looking for ways to help people.
- Social Perceptiveness
Being aware of others' reactions and understanding why they react as they do.

Technical Skills

- Equipment Maintenance
Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Equipment Selection
Determining the kind of tools and equipment needed to do a job.
- Troubleshooting
Determining causes of operating errors and deciding what to do about it.

Resource Management Skills

- Management of Financial Resources
Determining how money will be spent to get the work done, and accounting for these expenditures.
- Management of Material Resources
Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources
Motivating, developing, and directing people as they work, identifying the best people for the job.
- Time Management
Managing one's own time and the time of others.

Desktop Computer Skills

- Spreadsheets
Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

- **Presentations**
Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Internet**
Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Navigation**
Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- **Word Processing**
Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents
- **Graphics**
Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.
- **Databases**
Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

Knowledge

Required:

- **Administration and Management**
Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Clerical**
Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service**
Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language**
Knowledge of the structure and content of the English language including the meaning

and spelling of words, rules of composition, and grammar.

Preferred:

- **Law and Government**
Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Mathematics**
Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Physical Requirements:

- Must be able to pass a pre-employment physical agility test given by our medical clinic.
- Physical agility is required to safely lift and carry 50 pounds: and to bend, stoop walk, reach overhead.
- Physical agility to push/pull, squat, twist, and turn without adverse physical injury is mandatory.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. ERI adheres to the provisions of ADA regarding reasonable accommodation procedures.

Activity	never	occasionally	Frequently	constantly
Sitting			X	
Walking		X		
Standing		X		
Bending Neck			X	
Bending Waist		X		
Squatting		X		
Kneeling		X		
Crawling	X			
Twisting Neck	X			
Twisting Waist	X			
Repetitive Hand Use			X	
Simple Grasping R. Hand			X	
Simple Grasping L. Hand			X	
Power Grasping R. Hand	X			
Power Grasping L. Hand	X			
Pushing & Pulling R. Hand	X			
Pushing & Pulling L. Hand	X			
Reaching Above Shoulder		X		
Reaching Below Shoulder		X		
Lifting		X		

I have read and understand my job requirements and had the opportunity to ask and receive answers to my questions.

Date: _____

Employee

Signature: _____