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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Vice President Operations – Exempt**

**Reports to:** **President / Vice President**

**Job Summary:**

Plan, direct and coordinate operations in support of the company’s growth, including formulating policies and strategic plans for future growth, and managing daily operations of personnel, purchasing, administration and other departments.

**Job Functions:**

Specific job duties of a VP of Operations may vary according to the industry and size of the company. Below is one example:

* Oversee manufacturing or sales.
* Improve operational efficiency in a targeted area, such as customer engagement or online marketing.
* Monitor revenue margins for worker productivity.
* Develop guidelines for personnel evaluations, staff advancement and recruitment procedures.
* Formulate training and incentive plans, maintaining efficient team structure and performance through analytics, processes and tools.
* Maximize new client engagement and work with the leadership team to develop plans to meet future needs.
* Responsible for maintaining profit margins, according to established objectives, and develop or maintain internal control systems to ensure accountability.
* Develop strong relationships with outside partners, such as vendors and advisors, as well as internal partners, including department supervisors and co-executives.

This position may involve other duties, responsibilities, activities not listed and may change at any time.

**Skills Needed:**

* Demonstrate financial management and budgeting skills
* Make sound business decisions based on data and statistics
* Structure effective training programs and measure their success
* Utilize the latest technology to enhance the growth of an organization
* Leverage advanced knowledge and skills to succeed as a VP of Operations

**Education/Experience Required:**

* Minimum of a bachelor’s degree in business, human resources or similar field
* Master’s degree preferred
* Ten years of experience in the industrial field

**Other:**

* Work environment – You can be in the office or on the road visiting customers on a daily basis. The work environment at a customer can vary from dirty coal plants to clean and polished food and beverage facilities.
* Position is full-time and typically Monday – Friday, however hours can vary based on the needs of the organization.

**EEO Statement:**

PTDA Bearings & Power Transmission, Inc.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.