



Job Title: Director of Manufacturing
FLSA Status: Exempt
EEO Category: First Level Supervisor/Manager
Management Level Position: Yes No
Reports to: VP of Manufacturing
Department or Division: Manufacturing
Job Description Effective Date: 11/18/2021

POSITION DESCRIPTION:
Oversees manufacturing activities, leads strategic execution and coordinates resources to create quality products. Ensures that all product quality standards are met within the manufacturing department according to approved operational budgets.
ESSENTIAL DUTIES AND RESPONSIBILITIES:
<ul style="list-style-type: none">• Directs the company's manufacturing and production activities including overseeing production plans and creating processes toward the accomplishment of corporate objectives.• Develops and recommends corporate manufacturing policy, and establishes manufacturing department operating policy.• Motivates and coaches employees by assessing employee performance and providing helpful feedback and training opportunities.• Delegates tasks and manages progress to ensure successful completion of department objectives.• Creates and reinforces a culture of teamwork and actively resolves conflicts within the team.• Manages proactively by holding regular 1on1s and team meetings to ensure open lines of communication and professional development for direct reports.• Attains successful production objectives, implementation of policies, and utilization of available resources while ensuring all customer, regulatory and legal requirements are followed.• Directs the preparation of specifications for purchase as to quality, quantity, delivery, and service required for purchase of plant equipment, supplies, and materials to meet production schedules.• Coordinates with the Quality team to ensure that all products adhere to quality standards and processes.• Liaises with superiors to make decisions for operational activities and set strategic goals.• Regularly evaluates the efficiency of business procedures according to organizational objectives and applies improvements.• Ensures prompt and economical receipt of needed materials and supplies.• Evaluates departmental performance and effectiveness by gathering, analyzing and interpreting data and metrics.

Document Title: Argen Job Description Template
Document #: SOP-008-1T
Effective Date: 10/18/2019
Version: 2
Document Owner: Senior Director, Human Resources



- Provides leadership for effective employee relations through positive and proactive communication, coaching, training, problem resolution, and follow up.
- Ensures that the company runs with legality and conformity to established regulations.
- Other duties as assigned.

EXPERIENCE & QUALIFICATIONS:

- BS/BA in business administration or relevant field, preferred. MSc/MA a plus.
- 5+ years of director level operations management preferred.
- 7-10 years of people management experience.
- Experience in dental device manufacturing and/or experience being a dental technician preferred.
- Excellent organizational and leadership abilities.
- Outstanding communication and people skills.
- Knowledge and experience working with ISO & FDA regulations.
- Knowledge of cGMP regulations ISO 13485, 21CFR Part 820, CMDR SOR/98-282, 93/42/EEC, RDC 16 2013, MHLW MO 169 and TG(MD)R Sch3 preferred.
- In depth knowledge of diverse business functions and principles (e.g. supply chain, finance, customer service etc.).
- Working knowledge of data analysis and performance/operation metrics.
- Experience with ERP system preferably QAD.

Personal Protective Equipment Required **Yes** **No**
If Yes Describe: Eye Protection

PHYSICAL REQUIREMENTS, ENVIRONMENT & WORKING CONDITIONS			
Description	Regularly	Frequently	Occasionally
Sitting	X		
Standing	X		
Walking	X		
Climbing/Balancing			
Reaching-with arms & hands			X
Stooping/Kneeling/Crouching/Crawling			X
Talking	X		
Hearing	X		
Feeling/Touching	X		
Vision-Close, Peripheral, Depth, Ability to Adjust Focus	X		
Light to moderate lifting (50lbs or less)			X
Moderate to Heavy Lifting (more than 50lbs)			
Travel Required			X

Environment & Working Conditions	Applicable
---	------------

Document Title: Argen Job Description Template
Document #: SOP-008-1T
Effective Date: 10/18/2019
Version: 2
Document Owner: Senior Director, Human Resources



Loud noise level	X
Overtime	X
Working in a factory environment	X
Ability to work in a confined area	X
Ability to sit at a computer for an extended period of time	X
Exposure to airborne powder (non-toxic)	X
Work near moving mechanical parts	X
Ability to sit and work on one machine for an extended period of time	X
Ability to stand for an extended Period of Time	X

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. An employee may be directed to perform job-related tasks other than those specifically present in this description.

Change History

Version	Change Description
1	Initial Release
2	Header and Footer, removed signature line, JD effective date CO# 201

Document Title: Argen Job Description Template

Document #: SOP-008-1T

Effective Date: 10/18/2019

Version: 2

Document Owner: Senior Director, Human Resources