



Job Description

Job Title	COO – Chief Operating Officer	
Reports to:	CEO – Chief Executive Officer	
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Holidays <input type="checkbox"/> Unscheduled Part Time (UPT) <input type="checkbox"/> Temporary <input type="checkbox"/> Evenings/Weekends		Position Classification: <input checked="" type="checkbox"/> Exempt (<i>not eligible for overtime</i>) <input type="checkbox"/> Hourly (<i>eligible for overtime</i>) Hours of Duty: _____
SUMMARY		
<p>The Chief Operating Officer position is accountable for the manufacturing, production, sales and personnel matters of the business to include; collaborating with CEO to drive organizational vision, operations strategy and hiring; translates strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, and annual operations planning; oversee company operations and employee productivity, building a culture that ensures team members thrive while meeting organizational goals; ensure effective recruiting, onboarding, professional development, performance management and retention; and ensuring compliance with business regulations. The COO is also expected to promote a safe work environment and must support and promote the company Vision, Mission and Values at all times.</p>		
ESSENTIAL FUNCTIONS		
<ul style="list-style-type: none">• Analyze internal operations and identify methods to improve quality, efficiency and productivity, reduce waste, increase profits or improve control measures.• Motivates and leads a high-performance leadership team. Attracts, recruits, and retains required members of the executive team not currently in place.• Implement business strategies and plans that align with the short and long-term objectives developed with CEO.• Oversee operations, HR, and accounting, and partner with CEO in sales management so that sufficient capital can be budgeted for growth targets.• Manage capital investments and expenses.• Monitor performance with tracking software / KPIs and take corrective measures when necessary, prepares detailed updates and forecasts.• Build and maintain trusting relationships with key customers, clients, and other stakeholders.• Manages the overall strategy, purpose and vision of the HR function: total compensation, staffing, learning and development, culture, performance management and succession planning.• Provides mentoring as a cornerstone to the management career development program. Collaborates with management team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the organization.• Fosters a success-oriented, accountable environment within the company.		
EDUCATION & TRAINING REQUIREMENTS		
<ul style="list-style-type: none">• Bachelor's Degree Required (business, engineering or related field preferred)• MBA Preferred		

WORK EXPERIENCE REQUIREMENTS

- Minimum 10 years' corporate management experience (preferably in Manufacturing)
- Excellent leadership skills, with steadfast resolve and personal integrity
- Financial planning and strategy, capital planning management
- Strategic planning and vision
- In depth understanding of the industry, including risk management, compliance and regulatory requirements
- Promotion of process improvement
- Forecasting

ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

- Experience with forecasting and budgeting
- Excellent analytical skills and the ability to translate analytical findings into actionable solutions and processes
- Ability to motivate and gain the cooperation of individuals across the organization
- Strong verbal and written communication skills to effectively interact with all levels of management
- The ability to initiate and lead change initiatives
- Innovative thinker with a focus on continuous process improvement
- Proven management-level skills in financial management.
- Proficiency with standard desktop computer software applications, Financial and ERP systems

COMPETENCIES – *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- Leadership
- Strategic Thinking
- Financial Management
- Decision-making skills
- Ethical Conduct
- Communication Proficiency
- Personal Effectiveness/Credibility

WORK ENVIRONMENT

- The noise level in the work environment is usually moderate.

Dakotaland Manufacturing has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at DManufacturing as noted above.

Employee Signature

Date