



<b>Job Title:</b>	Director of Business Operations	<b>Position Type:</b>	Full Time
<b>Location:</b>	Sheridan, WY	<b>Date Posted:</b>	November 11, 2024
<b>Level/Salary Range:</b>	\$85-\$125K, DOE	<b>Posting Expires:</b>	When filled

#### Submission Information:

Kennon is an equal opportunity employer and will seriously consider every qualified applicant interested in joining our growing team. Please apply through our webpage: <https://kennonproducts.com/careers/>

Questions or accessibility issues may be directed to: [recruiting@kennoncovers.com](mailto:recruiting@kennoncovers.com)

#### Job Description:

##### JOB PURPOSE

Kennon's Director of Business Operations will plan, integrate, direct, and coordinate support services for the on time, quality realization of Kennon's value streams - engineering services and manufactured products. Support services include procurement, quality, shipping, facilities and manufacturing engineering. This role is the master integrator of people, parts, and information for efficient and excellent service to internal customers – both Engineering and Production. The Director of Business Operations will support Kennon's commitment to its employee owners and internal customers - to foster an environment of thriving individuals, where worth and resilience are cultivated and celebrated – and to approach every opportunity with a spirit of collaboration and transparency, working together to protect and improve life. This position reports to the CEO.

##### JOB DUTIES/RESPONSIBILITIES

- Guide and support direct reports in Business Operations/Support Services including procurement, quality, shipping, facilities and manufacturing engineering. Provide meaningful feedback & formal performance reviews, and coordinate opportunities for training and professional development.
- Drive tracking, reporting and improvements on key performance indicators for Operations activities and efforts. Foster a culture of service, accountability and continuous improvement.
- Build strong cross-functional relationships across the company.
- Oversee day-to-day operations of the company, ensuring that all value stream processes and schedules are properly supported to run efficiently and meet high-quality standards.
- Collaborate with senior leadership and Directors of Engineering and Manufacturing to understand and execute the organization's goals and strategy, particularly related to process, product, structure, capabilities and growth.
- Drive strategic planning, process improvement, and cross-functional communications to ensure the company delivers on its operational goals.
- Master ERP systems, and Supply Chain & Production Control processes for accurate and on-time integration of people, parts, information to deliver on our commitments.
- Ensure that support services align with production and engineering goals while maintaining a focus on safety, quality, and cost-efficiency.
- Monitor and control operational costs, with Director of Manufacturing, including materials, labor, and overhead, to ensure profitability and drive efficiency.

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- Analyze and maintain current capabilities and competences (equipment) and plan for future growth including evaluating capital expenditures and technologies and strategic expansion.
- Support robust operations, processes, and preventive maintenance plans in equipment and facilities with Kennon Maintenance Technicians and Manufacturing Engineers.
- Manage supply chain operations, including vendor relationships, inventory management, and buying with the Kennon Procurement Agent.
- Guide a functional, compliant, and certified Quality Management System and support successful external audits by customers, partners, and registrars with the Kennon Quality Manager. Drive a culture of continuous improvement.
- Ensure cost effective, timely, and satisfactory shipping and logistics to support customers through delivery and beyond with the Kennon Shipping Agent.
- Promote an efficient, standardized design for manufacturing process creating, updating, and continuously improving our designs, patterns, and production processes with Kennon Manufacturing Engineers in collaboration with Kennon Design Engineers.
- Prioritize and support a safe and healthy workforce; Participate in Safety Committee. Ensure all operations comply with health, safety, and environmental regulations, creating a safe work environment for all employees.
- Support, live, and lead our core values; Propose and participate in culture building activities. Practice service driven leadership.
- Perform other duties as required.

#### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

- Efficient time management skills with a proven ability to meet deadlines.
- Proven experience in managing diverse teams and cross-functional departments.
- People-centric approach; Excellent leadership, communication, and organizational skills.
- Strong financial acumen, including budget management and cost control.
- Ability to work in a fast-paced, high-pressure environment with a focus on continuous improvement.
- Strong analytical and problem-solving skills; project management experience.
- Ability to adapt to the needs of the organization and employees.

#### **PREFERRED QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree in Engineering, Manufacturing, Business, Operations/Supply Chain Management, or related field.
- At least five years of manufacturing and leadership experience.
- Strong knowledge of Lean Manufacturing, Six Sigma, and other process improvement methodologies.
- Experience with ERP systems and manufacturing software.

#### **ABOUT KENNON**

We are currently in an exciting time of growth and change, aligning our organizational structure to our strategic plans, creating great opportunities both internally and externally. Kennon Products has a forty-year history of proudly designing and manufacturing quality products that protect high value assets. Founded in 1984 to provide general aviation products, Kennon has grown into a multi-faceted company with international sales. We lead with cutting edge research and development, utilization of advanced materials and composites, and delivery of diverse product lines that include: preservation of private, commercial, and military aircraft integrity; safety in behavioral health; and life-protection for our service men and women. Our success has come through consistently providing innovation, ensuring superior design, and maintaining our commitment to quality. Together, we deliver innovative solutions to protect what matters most.

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