



**Christian Brothers Cabinets** is looking for an experienced **Operations Manager**. The Operations Manager is at the forefront of our production operations by overseeing the entire manufacturing process, from raw materials to finished products. The Operations Manager owns the process and is responsible for procurement efficiency, quality, adherence to timelines, manages the forecasting schedule and job profitability. The successful candidate will bring a strong background in production operations, manufacturing, leadership skills, and a commitment to delivering high-quality cabinetry to our clients.

Since 1976, Christian Brothers Cabinets has been offering high-quality, custom cabinetry to clients and builders throughout the Twin Cities and southern Minnesota. Join this thriving, family-owned business as we continue to expand our production capabilities.

Pay: \$80K - \$120K annually

**Responsibilities:**

- **Process Management:** Maintains a production mindset while managing job profitability.
  - Oversee all aspects of cabinetry production, ensuring projects are completed on time by pushing and pulling to hit targeted margin while meeting quality standards.
  - Validates specifications drawings, estimates and pricing throughout the cabinet ordering process.
  - Management of miles stone dates throughout the manufacturing process to maintain production schedules, timely delivery, and meeting customer expectations.
- **Process Improvement:** Continuously identify areas for process improvement, optimizing procedures to increase efficiency and productivity.
- **Forecasting** using sales schedule.
- **Project Scheduling:** Create and manage production schedules, coordinating with the sales and design teams to ensure projects are executed efficiently.
- **Client Communication:** Interface with clients as needed to provide project updates, address concerns, and ensure client satisfaction.
- **Team Leadership:** Manage and mentor production staff, and foster a culture of collaboration, innovation, and continuous improvement.
- **Accountable** for management of inventory, overseeing equipment maintenance, repair, and replacement as needed to ensure a safe and efficient work environment.
- **Safety Compliance:** Maintain a safe workplace by enforcing safety policies and procedures, ensuring team members are trained and equipped to work safely.
- **Manage** production schedule with Production Manager.
- **Quality Control:** Implement and maintain rigorous quality control processes to ensure all products meet design specifications and develop corrective actions when necessary.
- **Setting and reaching** production goals
- **Ensure** training of new employees.
- **Hiring** of subcontractors for installation/delivery.
- **Work** with AR on billings and collections.
- **Understand and exemplify** Highmark Core Values daily: Wise, Intentional, Driven, Trustworthy, and Humble



### What Highmark Companies offers to you:

- Competitive Base Salary
- Health Insurance- Company pays 100% of employee premium
- Health Savings Account
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term & Long-Term Insurance
- 401K + Company Matching
- Paid Holidays
- Responsible Paid Time Off Policy (flexibility to take time off to balance life outside of work)
- Profit Sharing
- Paid Employee Referral Program
- Employee Discount Program
- Great culture and team dynamic

**Highmark Companies** has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees. **Come see what it's like to be a part of a Top Workplace!**



### Qualifications:

- 10+ years' experience in operations management.
- Proven experience in cabinetry or woodworking shop management.
- Strong leadership and team management skills.
- Excellent networking and relationship-building skills
- Great communication skills, verbal and written.
- Exceptional problem-solving and decision-making abilities.
- Familiarity with woodworking equipment and cabinetry production techniques.
- Excellent organizational and time management skills.
- Strong interpersonal and communication skills.
- Commitment to quality and safety standards.
- Proficiency in Microsoft Office and project management software.
- Knowledge of industry regulations and safety standards.
- Carpentry experience preferred.
- Experience using BuilderTrend (construction project management software) or SAGE 300 (accounting system) preferred but not required.