

POSITION SPECIFICATION



Operations Analyst

COMPANY OVERVIEW

Pearl designs and builds standard and custom high-speed machine attachments for punching holes, perforating and slitting for the converting industry. Pearl also offers blown film extrusion process enhancements that improve film quality at higher outputs while reducing maintenance. Pearl can be counted on to make any unique application better than anyone! Pearl Technologies' success and reputation are built on outstanding customer service, innovation, quality, speed and delivery.

Pearl has revolutionized the plastics industry with over two dozen patents, a lineup of over 3,000 solution-driven products and 13,000 parts for thousands of customers in every continent of the world. All of the action takes place in Pearl's 41,000 square foot headquarters located in Savannah, New York.

POSITION SUMMARY

Uses experience and judgement to review and carry out assigned duties by setting priorities. Strong analytical skills will allow for the ability to research, collect, organize and analyze data related to operational activities in order to provide relevant, and up to date information, to support decision-making, scheduling and the effective working of the company. Assist with the design and implementation of manufacturing procedures and policies based on problem resolution and cost review.

This position requires problem resolution, cost review and analysis of business processes. The employee will perform these tasks while maintaining a positive and productive relationship with Pearl's employees and department heads.

Reports to: VP Operations

Classification: Exempt

Location: Savannah, New York

Key Interfaces: Pearl Team Members, Operations and Manufacturing, Customer Service and Sales, Engineering and Technical Support, Inventory and Purchasing

MAJOR RESPONSIBILITIES

Data Analysis:

- Responsible for producing and analyzing daily and weekly reports, making suggestions and presenting findings
- With the use of the shop capacity report, work with the operations, engineering, customer service and the supply chain teams to ensure product schedules will support production and supply chain demands

- Calculate and analyze material usage variances through ERP system, working directly with the operations team, creating visibility for labor and product material process improvements
- Track labor overages on open jobs and create visibility for operations management; analyze causes and propose solutions or corrective actions
- Actively audit data and drive corrective action for discrepancies and process improvement or simplification
- Create, manage and maintain required data that relates to product, definitions, item pricing and job costing along with any other supporting data
- Perform daily material and labor distribution analysis, calculating profit margins and evaluating variances versus standard costs or estimated costs for custom projects
- Effectively utilize reporting to determine what products will be shown or removed based on sales history, new status or slow moving
- Review customer quote requests, as needed, and determine material requirements, processes and job routing

Cost Review:

- Monitor item prices, profit margins and trends, evaluating against product categories, and make recommendations for cost adjustments
- Assist with product competitive analysis and ensure overall data integrity
- Perform annual review on customer product contracts
- Review build of manufacture and make suggestions to reduce cost and increase efficiency
- Upon completion of high-end custom jobs, coordinate a review with the operational, engineering and management teams

Additional Responsibilities:

- Assist with customer orders, quoting, and answering the phone, as needed
- Pull product history for customer accounts upon request and assist with product research
- Assist with manufacturing, sales, financial or custom reports
- Review customer RFQ's and determine material requirements, processing and job operations
- Notify management of product or pricing discrepancies
- Assist with sales and marketing advertising material editing and/or proofreading
- Partake in quarterly or annual audit analysis for product costing and confirmation
- Work with employees at all levels to achieve the company's general goals and objectives in a timely and cost-effective way
- Adhere to all company policies and procedures, paying special attention to safety, health and environmental, in order to maintain a safe work environment
- Perform other duties as assigned

EDUCATION/EXPERIENCE

Associate's degree (A. A.) or equivalent and three or more years of experience in a manufacturing environment; and/or equivalent combination of education and experience. Experience in data analysis and costing desired.

REQUIREMENTS, KNOWLEDGE AND CORE COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to meet specific goals why researching, organizing and analyzing information gathered in order to identify potential problems or discrepancies and recommend solutions
- Experience with operational and industrial settings, interfacing with various departments including engineering, manufacturing and sales
- Able to read engineering or technical drawings/blueprints
- Comfortable making suggestions and presenting supporting data
- Work independently as well as within groups and host meetings as needed
- Use of basic math and geometry skills including the use of various formulas to calculate circumference, radius, and material dimensions to calculate material costs
- Able to see the “big picture” and think of a process as a whole
- Detail oriented, self-motivated individual with excellent organizational skills
- Must be able to work in an often times fast-paced atmosphere
- Able to manage multiple changing priorities while maintaining deadlines
- Strong verbal and written communication skills with ability to work well as a team player
- Experience within manufacturing ERP and CRM systems, NetSuite and Salesforce, a plus
- Strong proficiency with Microsoft Excel with ability to present findings in graphical format for presentation; additional skills in Word and Outlook
- Must be able to read, write and speak English

WORK ENVIRONMENT

Typical of an office environment with a noise level of mostly low to moderate. Ability to perform all essential job functions with reasonable accommodations compliant with EEOC enforced ADA guidelines. Must be capable of communicating clearly and relating well to others. While performing the duties of this job, the employee is frequently required to sit, use hands, and talk or hear. The employee is regularly required to walk, stand, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch and/or crawl, as well as lift and carry heavy objects.

BENEFITS

Pearl Technologies Inc. is committed to its employees and families. Comprehensive benefits package includes: Health Insurance, Dental Insurance, Vision Plan, 401(k) with Employer Contribution, Short and Long Term Disability, Life Insurance, Voluntary Life Insurance, Paid Time Off, Tuition Reimbursement, Employee Discounts, Flexible Spending Account, and Paid Holidays. Salary is competitive and commensurate with education and experience. EEO Employer

If you are ready to contribute to the ongoing success of a dynamic organization, please forward your resume and a cover letter to: hr@pearltechinc.com