



Job Opening

Assistant Operations Manager

Job Description

Well established manufacturing company of plastic and metal-based radiation shielding and containment products seeks Assistant Operations Manager. Founded in 1974 and recently relocated to Albuquerque, Company serves customers in the U.S. Department of Energy, Defense, Naval, National Laboratory, Health Care and Pharmaceutical sectors. Individual will be trained in product manufacturing, sales process, and overall operations. Will support General Manager, and work with Production Supervisors and other line staff managers.

Duties will include:

- Spending 3-6 months learning the product manufacturing process.
- Work with production supervisors and production personnel to ensure that products are manufactured to specification.
- Process sales orders from customers.
- Support overall operations and management of company.

Requirements

- Good written and verbal communication skills.
- Willingness to learn and the ability to work in a team environment are essential.
- Ability to grasp technical issues, attention to detail, reliability.
- Must be self-motivated, organized, detail orientated and able to handle multiple responsibilities.
- Must be comfortable working in an industrial/manufacturing environment.
- Prior work experience in an operations management or production planning position.
- Bachelor's degree or higher in industrial design, engineering, business, or the equivalent.

Must be proficient with MS Office products including Excel and Word, and capable of performing/learning basic industrial product design working with software programs such as Visio and SketchUp. Familiarity with Spanish is a plus.

Individual must be self-motivated, driven, organized, looking for responsibility, detail orientated and able to handle multiple responsibilities at one time. Maturity, good communication skills, a willingness to learn and the ability to work in a team environment required. Long term career and management opportunity. Job will not always fit neatly into an eight hour day. Ideal hire will desire to learn multiple aspects of company operations, learn to assist in management and help grow the business.

Pay

\$45,000 - \$65,000

Apply

To apply, please send your resume to info@lancsindustries.com with the subject line in your email – Assistant Operations Manager

Contact Us

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