

Please email resumes in Microsoft® Word format to Human Resources at: HR@interfacedisplays.com.

Position	Department
Chief Operating Officer	Executive
Position Schedule	Position Duration
8:00am – 5:00pm, Mon – Fri	Full-Time / Regular
Description	
<p>Interface Displays & Controls, Inc, an aerospace engineering and manufacturing company, is seeking to add an ambitious and high-energy individual to its management team in the position of Chief Operating Office (COO). The COO will lead and manage all operational and administrative aspects of the company, and the relationships between company and CEO, employees, customers, government, and industry. This position coordinates and administers the company’s policies as defined by the CEO; implements and monitors the budget; monitors the quality of the company’s products and customer service while ensuring customer satisfaction; and secures and protects the company’s assets, including facilities and equipment.</p>	
Essential Duties and Responsibilities	
<p>Financial Management and Oversight</p> <ul style="list-style-type: none"> ▪ Utilize company resources as set by the Chief Executive Officer (CEO) to create the maximum value for company shareholders. ▪ Working with the Chief Financial Officer (CFO), manage and oversee all financial and business planning activities. ▪ Coordinate the development of the company’s long-range and annual (business) plans. ▪ Coordinate development of operating and capital budgets according to the budget calendar; monitor monthly and other financial statements for the company; take effective corrective action as required. ▪ Provide advice and recommendations to the CEO about construction, maintenance, materials, supplies, equipment, and services not provided in approved plans and/or budgets. ▪ Attend company Executive Committee meetings. ▪ Participate in outside activities that are judged as appropriate and approved by the CEO to enhance the prestige of the company; broadens the scope of the company’s operation by fulfilling the industry obligation of the company as a participating member of the community. ▪ Serve as a liaison between all management staff and the CEO. <p>Human Resources</p> <ul style="list-style-type: none"> ▪ Establish a basic personnel policy; initiate and monitor policies relating to personnel actions and training and professional development programs. 	



- Work with subordinate departmental heads to schedule, supervise, and direct the work and training of all employees.
- Maintain ultimate authority over inter-departmental matters and implement policies concerning employee–employer relations.
- Establish and approve workloads, work methods, and performance standards.
- Develop, maintain and disseminate a basic management philosophy to guide all company personnel toward optimal operating results, employee morale, and customer satisfaction.

Operations

- Implement general policies established by the CEO; direct their administration and execution.
- Develop, maintain, and administer a sound operational plan; initiate improvements as necessary.
- Plan, develop, and approve specific operational policies, programs, procedures and methods in concert with general policies.
- Oversee the care and maintenance of all the company’s physical assets and facilities.
- Establish and monitor compliance with purchasing policies and procedures.
- Direct purchasing, receiving, storage, issuing, preparation, and control of all products, supplies, and equipment.
- Maintain security and health of the company’s intellectual property and information technology.
- Properly manage all aspects of the company’s activities to ensure and maintain the quality of the products and services provided by the company.
- Write policy and rule directives or approve those written by department heads.
- Prepare reports and other support material for committee and board use.
- Negotiate and recommend board approval of contracts.
- Maintain relations with police, fire, OSHA, health department and other government agencies.
- Consistently ensure that all operations are in accordance with all applicable local, state, and federal laws.
- Maintain certification and compliance with ISO 9001 and AS9100 standards.
- Ensure proper cleanliness and sanitation of company’s environment.
- Handle emergencies such as fire, accidents, and breaches of security promptly and in person. Emphasize prevention through training, inspection, and preventative enforcement.
- Convene and preside over meetings with departmental managers and supervisors; conducts all-facility personnel meetings (all-hands meetings).
- Give direction to and work closely with suppliers, outside contractors, firms, and individuals providing services to the company.
- Drive performance to meet the company growth and profitability effectiveness.
- Perform other duties as directed by the CEO.

Qualifications

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.



Education and/or Experience

- BS in scientific discipline with MBA required.
- Excellent leadership and organizational skills required.
- Five to ten years experience in Operational Management required, within similar industry preferred.
- Typical workweek consists of a minimum of 40 hours, working Monday through Friday.
- Requires minimum travel to customers and technical meetings.

Supervisory Responsibilities

Directly supervises the following positions/managers: Engineering, Manufacturing, Purchasing, Accounting, Human Resources, and Information Technology. Position must carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and BOD.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry, calculus, and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THIS POSITION DESCRIPTION REFLECTS THE GENERAL LEVEL AND NATURE OF THE JOB, AND IS NOT TO BE CONSTRUED AS ALL INCLUSIVE.