

Opening for - Chief Operating Officer

About Us

We are an ISO 13485 certified manufacturer of thermoformed plastics serving the medical and food industries. We welcome dedicated, hardworking individuals to join our team. Our long term employees take pride in performing their duties while meeting our corporate objectives. Our goal is to provide a safe, welcoming and productive workplace for our current and future coworkers.

This role reports directly to the President.

Responsibilities

- Provide strategic direction for overall mission of the company
- Balance and compliment the strengths of the President
- Attract and retain top talent
- Direct Management team, production, planning, maintenance, warehouse, tooling, design, and engineering departments
- Provides general oversight of all Merrill's Packaging (USA and Costa Rica) activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization
- Identify risks within the company and find solutions
- Support ISO, GMP, Green Certification, Safety and 5-S programs
 - Communicate company policy and operating procedures to personnel
 - Team building (Leads, motivates, and sets goals for Management team)
- Audit workplace processes; implement strategies to improve efficiency, profitability, and communication across all parts of the company's supply and distribution chain.
- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations
 - Uphold company goal to provide a "Harmonious and Happy Workplace"
 - Set the tone to retain company morality, image and culture
- Prepare operational, budgetary, financial, capacity analysis, and productivity reports for submission to the President and Board of Directors
- Prepare and monitor departmental budgets
 - Assist in gathering information needed to meet business objectives
- Conduct research to explore and evaluate expansion possibilities
- Manage capital improvement projects

Qualifications

- Proven leadership skills including communication, problem solving, organization, negotiation, time management, planning, and decision making skills
- Bachelors or Master's Degree in business administration, project management, marketing, or mechanical/manufacturing/engineering or related field

- Strong work ethic, prioritization, delegation, and organizational skills
- Must have a minimum of 10 years experience in a Management leadership position with a history of advancement
- Excellent computer, public speaking, and interpersonal skills
- Knowledge of IT/business infrastructure
- Understanding of analytics and performance metrics

Salary

- \$180,000 - \$350,000 per year

Benefits

- 401(k)
- Dental insurance
- Health insurance
- Vision Insurance
- Life insurance
- Paid time off
- Referral program
- Retirement Plan

Schedule

8-hour day shift

Ability to commute/relocate

Burlingame, CA: Reliably commute or planning to relocate before starting work (Required)

Language

English (Required)