



Surfacing
Change

DIRECTOR OF PRODUCTION AND CONVERTING

MCCOOK, IL – CORPORATE HEADQUARTERS

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more.

Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

Primary Function:

- Provide overall leadership to the production center by providing direction to all functional areas, developing a culture of structure, accountability, continuous improvement, and cost consciousness.
- Responsible for the overall planning, execution, and project management of the production center including but not limited to; coordinating and facilitating R&D activities within the center, maximizing the department's capacity, and identifying and implementing process improvements.
- Ensure high quality, cost effective, and timely production.

Essential Job Functions:

- Oversee the Quality Control Manager, Materials Manager, Asset Engineer, and 2 department supervisors as well as 30 + line employees and all essential functions of the department.
- Work closely with GPA's Director of R&D and Technical Products to assist and support the R&D process through production runs of newly identified products.
- Work with Production Center Supervisors to manage the order fulfillment process for all orders coming through the production center, ensuring production staff is properly prioritizing sales orders.
- Work with the Asset Supervisor to ensure operators are in compliance with all policies and procedures, including but not limited to following the SOPs necessary for the operation of each machine, maximizing press time while minimizing asset downtime, completing and filing retains for each production run, completing maintenance logs on equipment used, and maintaining a clean area / asset before, during, and after each shift.
- Work with the Production Center Supervisors to initiate New Hire Training via our standard program, provide 30, 60, and 90-day assessments to pass the onboarding process. Manage the cross-training initiative which serves to provide employees a path for growth within the Center.
- Work with the Quality Control Manager to assess quality claims coming through the production center, assist in scheduling labor towards QC inspections, and support process changes to ensure high quality output.
- Work with the Asset Engineer to ensure consistent levels of consumable supplies and parts are available within the center and monitor their usage (while tracking costs), ensure that preventative maintenance is scheduled throughout the year and is planned around both



production and personnel, coordinate emergency maintenance and minimize downtime by executing repairs in a timely fashion.

- Work with the Materials Manager to assist in holding vendors to high quality standards, ensure continuous improvement of efficiencies, and provide optimal production solutions for new and existing materials.
- Initiate, maintain, and strategically utilize department productivity and analytics to assess bandwidth, forecast department labor, manage operating costs, and maximize productivity. Utilize data to create goals and hold the team accountable.
- Look to provide mentorship, development, and support to all direct reports on a regular basis to maximize success and continue to develop future leaders.
- Work through errors and mistakes with each employee (via their supervisor); monitor, oversee, and coach employees through productivity challenges, work with the Production Center Supervisors to determine if additional training, an aptitude assessment, or disciplinary measures are required.
- Work with the Production Supervisors and Maintenance Engineer to help employees troubleshoot and work through equipment operator issues; work to help identify larger issues and those in need of maintenance.
- Work with Finance and the Operations team on forecasting, budgeting, and reconciliation of actual goods.
- Ensure all employees and operators are abiding by set GPA Safety Standards and OSHA standards; informing upper management of safety issues or accidents immediately and in accordance with set procedures.
- Work with vendors to source new machinery while negotiating effective pricing structures.
- Keep up with technology, leveraging industry leaders, to ensure state of the art equipment and efficiencies.
- Work to develop relationships with vendors and suppliers, maintenance companies, etc. to ensure a high-quality backing in support of our overall operation.

Position Requirements:

- College degree preferred, plus 8+ years of production management experience.
- Print production experience strongly desired.
- Excellent verbal and written communication skills, including the ability to negotiate.
- Excellent judgment (problem solving) and the ability to build trust and collaborative relationships with colleagues, customers, vendors, etc.
- Possesses strong attention to detail and analytical skills.
- Highly effective organizational skills and the ability to be process oriented.
- Strong supervisory and leadership skills a MUST – the ability to foster positive morale and relationships amongst the team, set clear expectations and consistently hold employees accountable to set standards, administer employee recognition, performance reviews, and corrective action proactively as the situation dictates.
- Possesses a strong Customer Service attitude both to internal and external customers.
- Works well under pressure and can operate successfully in a very fast paced working environment.
- Possesses strong computer skills and the ability to learn new systems quickly; including but not limited to Microsoft Outlook, Excel, Word, various ERP Systems, etc.
- Highly motivated, takes initiative, work independently, and supports big picture Production Center goals and business objectives.



We do not offer relocation

EEO Employer

All post-offer candidates will be subject to the successful completion and passing of a pre-employment background check and drug screen before they can begin employment.

We use E-Verify