



Ace Computers

340 Howard Ave.
Des Plaines, IL 60018

Phone: 877-223-2667
E-mail: careers@acecomputers.com

Operations Coordinator

Location: Des Plaines
Employment: Full-time

Summary: Ace Computers is looking for an Operations Coordinator to join our amazing team!

The Operations Coordinator will manage daily metrics, execute our high level 2022 project list, manage department resource sharing, and oversee critical daily schedule. They will be expected to mentor, motivate and coach team members to be efficient and effective. They also are expected to make sure all teams are strategically aligned with the company's goals.

Duties & Responsibilities:

- Manage the development and monitor the execution of manufacturing schedules.
- Resolve complex issues/problems utilizing a comprehensive understanding of manufacturing processes.
- Manage activities to accomplish financial objectives.
- Develop and recommend short- and long-range objectives consistent with organization guidelines.
- Coordinate operations and communications within, between, and among various functional areas.
- Ensure operations conform to the organization's policies, procedures, values, and federal, state, and local regulations.
- Engage in the typical responsibilities of a manager requiring planning, evaluating, organizing, integrating, and controlling.
- Coordinate team members' recruitment and selection, career development, and performance assessment.
- Drive continuous improvement through deployment of best practices.
- Continually identify and assess risks and deploy proactive mitigation plans.
- Support, communicate, reinforce, and defend the organization's mission, values, and culture.
- Attend applicable internal or external meetings.
- Participate on special project teams.
- Support and lead new product introduction activities.
- Maintain knowledge of current manufacturing and continuous improvement trends in the industry

Requirements:

- B.S. Engineering, Business, comparable field, or equivalent experience
- 1-2 years of successful experience in an operations role

Benefits:

- 401(k) and 401(k) matching.
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Employee Discount
- Flexible scheduled
- Paid time off.
- Tuition reimbursement

Send applications to careers@acecomputers.com