



Job Advertisement

Director of Operations

Purnaa is an ethical cut-and-sew manufacturer based in Kathmandu, Nepal. Our mission is to provide worldclass, ethical manufacturing that empowers marginalized people and survivors of exploitation to fresh starts and fulfilled lives. We gauge our success by the lives we impact. We are looking for someone to join our team as the Director of Operations. Join us and Apply today!

Job purpose:

To oversee all operations and manufacturing. Ensure manufacturing is on schedule, meeting quality standards, and cost efficient. Find new ways of improving operations and spearhead improvement efforts.

Fit Description

As the Director of Operations, you lead Purnaa's manufacturing and logistical operations. You are hard-working, results oriented, data driven, and passionate about efficiency. You can find creative solutions to resolve complex problems, are self-motivated, and enjoy seeing results. You have the ability to manage multiple departments.

Key responsibilities and accountabilities:

- 1) Oversee production and production quality
 - a. Supervise sewing and knitting production managers
 - b. Work with production managers, QC, Sampling, and to ensure the teams accurately produce the designs
 - c. Ensure teams are following proper production methods. Create training as necessary
 - d. QC - Oversee QC manager and assist as needed to ensure quality standards are being met.
 - e. Ensure effective communication and coordination between production teams (cutting, sewing, and QC), sampling, sourcing, and sales.
 - f. Troubleshoot production problems, both technical and organizational.
- 2) Oversee project management
 - a. Supervise Project Management Team Leader
 - b. Monitor the performance of project management team getting customers through sampling, confirming orders, booking production, and fulfilling production. Help Project Management Team Leader solve issues as they arise.
 - c. Foster customer-service mentality among project managers.
- 3) Oversee Logistics and Purchasing

- a. Supervise Logistics Manager
 - b. Monitor the performance of logistics team purchasing materials and arranging shipping in a cost effective and timely manner. Help the logistics team solve issues as they arise.
 - c. Ensure stock receiving, valuation, and consumption tracking is properly record for all materials used
- 4) Building manager and facilities improvement
- a. Supervise building manager
 - b. Maintain plan and budget for building improvement and maintenance projects.
- 5) Production Scheduling
- a. Oversee production schedules, which are created by production managers
 - b. Co-ordinate with Project Manager and Sourcing to ensure production fabric arrives on time
 - c. Delegate production scheduling to production managers as possible
- 6) Costing
- a. Use data provided by sales and project management team to create customer estimates and quotes in a timely manner and communicate them to the Project Manager
 - b. Analyze production output and material usage for profit/loss by team on each production project
- 7) Continuous Improvement
- a. Systems - Create production systems to ensure accurate, timely, and professional production operations
 - b. Foster company culture of continuous improvement – every production team member is empowered to make suggestions to improve overall performance
 - c. Encourage continuous training of operations staff to improve overall production quality, efficiency, and product offering
 - d. Conduct return on investment analysis for new capital investments for production
- 8) Serve as company IT officer to establish IT solutions that enable efficient operations, delegating implementation of IT solutions as possible.

Working Hrs: Monday – Friday, 8:30am – 5: 30pm. Overtime may be required to meet deadlines.

Salary: nrs 80,000 – 100,000 depending on experience

Key Qualifications & Skills:

1. 5+ years of work experience in a related field
2. Demonstratable experience solving complex problems
3. Passionate about efficiency
4. Excellent organizational skills and strong attention to detail
5. Experience Leading Others

If interested, please e-mail your application and resume to jobs@purnaa.com.