

JOB POSTING

JOB OPENING DATE: Immediate

JOB CLOSING DATE: Until position is filled

JOB TITLE: Director of Strategy & Process Management **DEPARTMENT:** Corporate

LOCATION: Wilmington, CA.

CONTACT: Human Resources Dept

DIRECTOR OF STRATEGY & PROCESS MANAGEMENT

Position Summary: This position will be responsible for drafting a Strategic Plan (SP) and translating it into concrete strategies, initiatives, processes, and projects with measurable goals and objectives. To establish and utilize new leadership groupings and communication structures to support the alignment of the Company's initiatives to key directions and goals. Strengthen organizational accountability by gathering appropriate success metrics to evaluate for Executive reporting. Through the SP, provide strategy, management, and oversight for all process improvement activity and business project management.

Responsibilities:

- Regular, predictable, and reliable attendance.
- Focus on developing and implementing processes, system implementations and strategies for process improvement.
- Responsible for developing all business processes flows including the definition of supporting metrics and tools.
- Project planning for all projects.
- Oversight of projects.
- Coordinator for Executive reporting for: metrics, dashboards, status updates.
- Responsible for defining and implementing an active program for ongoing business process improvement.
- Responsible for forming and leading teams of management and their direct reports to define scope, prioritize, plan, and implement SP projects to resolve the issues identified.
- Build and lead a team of Process/Project Managers to define and implement processes and procedures throughout in support of SP.
- Identification and implementation of strategy.

Qualifications/Skills Required:

- College degree; Master's in business-related field desirable.
- 8-10 years' experience leading project management teams.
- Ability to lead multiple concurrent projects.
- Ability to foster collaboration and influence senior leaders across the organization to adapt to new models and efficiencies.
- Advanced computer skills in Microsoft office products, including Word, Excel and PowerPoint
- Excellent interpersonal and communication skills
- Able to travel extensively
- Valid driver's license, with an appropriate driving record.

Please MAIL resumes to: PO Box 547, Wilmington, CA 90748 or

EMAIL: hrdept@metsteco.com or FAX: 310-816-6563