

POSITION GUIDELINE

POSITION TITLE	Division Manager	DEPARTMENT	Sage Roadway Signs
REPORTS TO	Chief Executive Officer	VERSION AND DATE	V1 08SEP20

Corporate Overview:

The SAGE Roadway Signs division of JNE Welding LP was started in mid-2020 to provide locally made high quality traffic signs to industry and communities in Western Canada. At the outset, our focus is on providing aluminum reflective signs for highways and roadways across Saskatchewan. Over time, the business will grow to provide additional types of roadway and traffic signs and other supporting products.

Job Summary:

Reporting directly to the CEO of JNE Welding, the division manager is responsible for the strategic execution, growth, and management of this division inside the overall JNE Welding organization. This individual will be expected to contribute to and act on the strategic plan for the division which includes items like production space, additional personnel, equipment, and products. Responsibility for growth includes development and management of customer relationships, proposal development and other sales activities; as well as development of competencies, capabilities, and skillsets within the division to support the strategic plan. Responsibility for management of the division includes direct supervision of the production team, project management, and day-to-day coordination with supporting personnel inside the broader JNE organization.

Responsibilities:

The primary responsibilities of the role will include:

- At all times uphold oneself, and direct reports to the standards of JNE Core Competencies and be prepared to provide guidance and coaching on the Core Competencies as necessary
- Ensure the efficient and profitable operation of the division through regular monitoring, communication and follow up with employees and senior management
- Relationship building/networking with new and existing customers
- Business development activities related to securing business within a specified target market
- Using strong mathematical and analytical skills to read, develop and communicate complex manufacturing and fabricating instructions
- Using knowledge of manufacturing and fabricating to plan and trouble shoot production of goods
- Reading and working with business financial statements such as budgets, P&L Statements, and inventory control documents
- Estimating and preparing responses to RFP's and other quote requests
- Using strong organizational skills to manage multiple projects with potentially competing timelines
- Manage and grow employees while providing strong technical leadership

JNE Core Competencies:	
Safety	We all go home safer every day because we believe safety is the responsibility of every individual at JNE
Innovation	We are creative and flexible always searching for better solutions that meet new or existing requirements.
Commitment	We are dedicated to creating a positive impact in all relationships (employees, customers, suppliers, community).
Quality	We provide outstanding products and services, thereby delivering premium value to our customers
Integrity	We uphold the highest standards of integrity in all of our actions.
Respect for Individuals	Our culture is one in which all employees feel valued, included and empowered. We encourage personal development. Our interactions are guided by belief that dignity of the individual is primary.
Accountability	We are personally accountable for delivering on our commitments and are worthy of our stakeholders' trust.
Communication	We are committed to positive communication in all dealings focusing on respect and consideration for all.
Stewardship	We manage and protect JNE's resources effectively, the most important of which is time, with a focus on continuous improvement.
Continuous Improvement	We measure, promote and pursue continuous improvement in our people, processes, products and financial performance.

Position Specific Competencies:	
Analytical Thinking	Using a logical reasoning processes to break down and work through a situation or problem to arrive at an outcome.
Attention To Detail	The ability to process detailed information effectively and consistently
Budgeting	The ability to use and allocate resources efficiently, striving to reduce cost. Provides feedback both up and down within the organization.
Commercial Power	Acting from opportunities in the market; acting with a customer focus and affiliating with appropriate contacts.
Customer Orientation	The ability and willingness to find out what the customer wants and needs and to act accordingly, taking the organization's costs and benefits into account.
Initiative	The ability to recognize and create opportunities and to act accordingly. Rather starting something than waiting passively for it to happen.
Managing	The ability to manage tasks and lead employees in order to enhance their performance; defining targets and providing appropriate means; controlling progress and correcting employees.
Negotiating	The ability to obtain results between two or more parties where a difference between interests may exist while maintaining the stability of the relationship
Planning and Organizing	The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals
Project Management	The discipline of planning, organizing, and managing resources to bring about the successful completion of a specific project.

Results Driven	The ability to define appropriate goals, work towards achieving goals, articulate a strategic vision and the steps required for achievement.
Technical Skill	Demonstrates the application of knowledge and skills needed to perform effectively in a specific job or group of jobs within the organization.

Knowledge Areas and Experience:

- 5 – 7 years progressive management experience in a manufacturing/fabricating organization
- Minimum 2 years experience in managing employees
- Entrepreneurial experience and aptitude preferably supported by starting or operating a new business

Education:

- Minimum Grade 12 with advanced Math
- Degree or certificate in Business, Communication, Marketing or Graphic Design an asset
- Manufacturing Management Certificate an asset

Certifications and Other Credentials:

Certifications or courses in any or all of the following would be considered an asset:

- Leadership
- LEAN Six Sigma
- Communications
- Project Management

Compensation and Total Rewards:

- Base Salary + Profit Share
- Extended Health, Dental, Disability and Life Insurance
- RRSP Eligibility
- Company Vehicle

To apply for this position please submit your resume and cover letter via email to Human Resources at JNE Welding.

hr@jnewelding.com