



**MFT·CKF**

## **ABOUT MFT:**

MFT-CKF Inc. is the leading designer and manufacturer of molded pulp/molded fiber packaging solutions made from 100% recycled material. Our cost-effective and environmentally responsible solutions reduce labor and save space while providing superior protection at every stage of a product's sales cycle.

Our molded fiber operations were founded in 1991 as Molded Fiber Technology (MFT) in Westbrook, Maine. The Company was the first molded pulp manufacturing organization to commercially develop what was traditionally known as the 'egg carton process' into custom industrial molded pulp packaging in North America. MFT's molded fiber solutions have become the foremost cost-effective, durable, and environmentally responsible packaging solutions in the market.

MFT expanded its molded fiber operations from its sole Maine location to a factory in Clinton, Iowa which houses our product and tooling design, engineering services, and proprietary manufacturing lines all under one roof. Due to rapid growth and increased demand for molded fiber packaging, MFT broadened the size of its North American operations for molded fiber with an additional location in El Paso, Texas. The new facility expanded our manufacturing footprint, allowing us to better serve our current and prospective customers in Mexico, the Southwest, and the Western United States.



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**JOB OPENING:** Iowa - Plant Manager

**DEPARTMENT:** Operations

**REPORTS TO:** General Manager

**SUMMARY:** The Plant Manager is responsible for managing and driving results in all areas of operations including safety, manufacturing, quality, delivery and procurement. The position will drive a culture of continuous improvement and build strong employee engagement to achieve the organizations' performance goals.

**DUTIES AND RESPONSIBILITIES:**

- Understands, follows and enforces all established safety, quality and general company policies and procedures
- Leads the plant safety initiatives through participation in safety training programs, plants safety meetings, safety audits and encouraging employee involvement through safety suggestion and recognition programs
- Leads the plant quality initiatives through the implementation of corrective actions from customer or internal complaints, coordinating new product qualifications and participation in internal and external quality system audits.
- Responsible for the selection, training, growth and development of shift and staff personnel to attain organizational goals.
- Motivate all plant employees, encouraging optimum productivity, develop, train, assist and advise supervisors; administer company policies and procedures knowledgeable. Drive positive employee engagement and encourage/model open communication.
- Develops annual expense budgets for plant and monitors expenses against budget.
- Develops capital budget, project justifications and manages expenditures and project control.
- Directs operations so that all plant costs are within budgetary goals; proactively identifies and resolves issues that will prevent goal attainment.
- Analyze data and financial reports to achieve profitability goals; is directly responsible for plant P&L.
- Develops and maintains sound relations with customers, and works with customers to identify system improvements/cost reductions
- Identifies and resolves issues which adversely affect the production schedule, product quality and/or cost
- Ensures good process control techniques are used to manage process variation
- Oversees production planning to ensure that customer requirements are met in the most efficient manner
- Oversees the purchase of production material and all packaging materials, maintains inventory records and ensures the safe and secure storage of same.
- Drive continuous improvement activities across all departments
- Proactively identify and implement improvement initiatives in key areas to meet and exceed organizational goals; establish metrics to monitor ongoing performance
- Maintain building, grounds, equipment and facilities to provide and sustain a quality working environment supportive of maximum efficiency, productivity and return on investment.



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- Performs other related duties as assigned by management.

### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervises production supervisors, customer service, maintenance, shipping/receiving.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Collaborating with HR Manager on all aspects of people relations.

### **EXPERIENCE, QUALIFICATIONS AND CERTIFICATIONS:**

- Bachelor's Degree (BS) in Engineering, Manufacturing, Business Administration, or a related field is required for all external candidates.
- Masters degree or MBA preferred
- 7-10 years of experience with continuous manufacturing environment in a leadership role
- Experience managing cross-functional teams and facilitating collaboration across departments.
- Demonstrated experience in continuous improvement methodologies and cost-saving initiatives (e.g., lean manufacturing, Six Sigma).
- Certifications in project management, quality management, or lean manufacturing are a plus.
- Six Sigma certification is also a plus.

### **ATTRIBUTES & ADDITIONAL REQUIREMENTS:**

- Hands-on approach with a commitment to being actively involved on the production floor.
- Proactive in identifying the need for extended work hours to meet production goals.
- Ability to work under pressure and meet deadlines.
- Strong communication and interpersonal skills.
- Strategic thinker with a proactive mindset.
- This is an on-site position; remote or work-from-home options are only available during work-related travel.
- Travel may be required 5-15% of the time as business needs dictate.



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## COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.



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- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.



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- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand, sit and walk
- Occasionally works near moving mechanical parts.
- Occasionally/Frequently/Continually exposed to outside weather conditions.
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must occasionally lift and/or move up to 40 pounds

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*