



Job Title:	Artwork Operations Manager	Supervisor:	Senior Management
Department/Group:	Production/Graphics	Travel Required:	No
Location:	P1 or P2	Position Type:	Office

Applications Accepted By:

Fax or E-Mail: 417-286-3350 or hr@signfab.com Subject Line: Job Title Attention: Human Resources	Mail: Sign Fab, Inc. Attn: Human Resources 28625 Harvest View Rd. Stoutland, MO 65567
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Job Description:

We are seeking a dynamic and experienced Operations Manager to oversee two crucial departments within our organization: graphic design and CNC programming. The successful candidate will be responsible for leading teams dedicated to translating customer-provided artwork into high-quality business signs of various types. This role requires strong leadership skills, excellent communication abilities, creativity, and the ability to manage multiple projects simultaneously and a deep understanding of both graphic design principles and CNC machining processes. As a Manager, you will be responsible for overseeing and coordinating various aspects of our operations.

RESPONSIBILITIES

Team Leadership:

- Provide leadership and guidance to two distinct teams - graphic design and CNC programming/set-up - ensuring they work cohesively towards achieving departmental and organizational goals.

Graphic Design Oversight:

- Oversee the graphic design team responsible for interpreting and refining customer-provided artwork for business signs.
- Ensure designs adhere to client specifications, brand guidelines, and industry standards.
- Collaborate with clients and internal stakeholders to understand design requirements and provide creative solutions.
- Review and approve final designs before production.

CNC Programming and Setup:

- Manage the CNC programming and setup team responsible for translating approved designs into machine-readable instructions.
- Coordinate with design team to ensure seamless transfer of artwork files into CNC programming software.
- Oversee CNC machine setup and calibration processes to ensure accurate cutting and engraving according to design specifications.
- Troubleshoot any technical issues related to CNC programming or machine operation.

Process Improvement:

- Continuously evaluate and streamline design and production processes to optimize efficiency and quality.
- Implement best practices and standard operating procedures to ensure consistent results and minimize errors.
- Identify areas for improvement and develop strategies for enhancing departmental performance.

Quality Control:

- Establish and maintain quality control measures to ensure all finished products meet or exceed customer expectations.
- Conduct regular inspections of signage to verify accuracy, clarity, and durability.
- Address any quality issues promptly and implement corrective actions as needed.

Resource Management:

- Manage departmental resources including personnel, equipment, and materials effectively to meet production targets within budget constraints.
- Monitor inventory levels and coordinate procurement of supplies as needed.
- Allocate manpower and equipment based on workload and project priorities.

Team Development:

- Foster a positive and collaborative work environment that encourages creativity, innovation, and professional growth.
- Provide coaching, training, and performance feedback to team members to enhance their skills and capabilities.
- Identify talent gaps and develop strategies for recruiting and retaining top talent.

Qualifications (Not all qualifications need to be met for job consideration):

- Bachelor's degree in Graphic Design, Engineering, Industrial Design, or related field.
- Proven experience (X years) in graphic design, CNC programming, or related roles, with at least (Y years) in a managerial or supervisory capacity.
- Proficiency in graphic design software (e.g., Adobe Creative Suite) and CNC programming software (e.g., AutoCAD, CAMWorks).
- Strong technical aptitude and understanding of CNC machining processes and equipment.
- Excellent leadership, communication, and interpersonal skills.
- Ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines in a fast-paced environment.
- Problem-solving skills with a keen attention to detail.
- Familiarity with sign manufacturing industry standards and practices is a plus.

If you are passionate about leading teams, driving operational excellence, and delivering high-quality signage solutions, we encourage you to apply for this exciting opportunity.

Additional Notes

Will be required to perform other duties as requested, directed, or assigned by Senior Management.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to the classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.