



Chief Operating Officer (COO)

Reports to: President

Department: Executive

Classification: Exempt

Last Updated: 6/29/2020

Job Summary

As a key member of the King Technology Inc. (KTI) executive management team, the COO reports to and directly assists the President on strategic and tactical matters as they relate to the management of KTI's operational activities including: strategic planning, manufacturing, logistics, sourcing, engineering, research & development, and regulatory affairs. The COO seeks to fulfill the company's vision and mission by exemplifying KTI's values.

The COO will take a lead role in preparing the company for the next stages of growth. Developing and implementing strategic objectives that establish KTI's capabilities to support the company's ambitious growth trajectory. In addition:

- Is fiscally responsible; works within approved budgets; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources
- Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; identifies threats and opportunities; adapts strategy to changing conditions
- Adapts to changes in the work environment; effective multi-tasker managing competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes other people and their tasks; develops realistic action plans
- Challenges personal and peer group planning assumptions in a positive manner
- Builds trust with the leadership team through effective communication and support
- Displays willingness to make timely decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process
- Has proven written and verbal communication skills along with ability to be a proactive leader and contributory member of a highly professional and motivated management team
- Fosters an environment that supports employee growth and development

Essential Functions

- Uphold and protect the company vision, mission, and values
- Sponsor & participate in the development of the company's long term strategic and annual operating plans to advance the company's mission and objectives
- Administer company operations to ensure fiscal responsibility, production efficiency, quality, service, and efficient utilization of resources
- Set comprehensive goals for performance and growth
- Establish, measure, and communicate performance metrics
- Provide hands-on management of the company's day-to-day technical operations with the goal of effectively serving client's needs
- Improve the operational effectiveness of the company through the development, enhancement and implementation of policies and procedures
- Lead organization in identifying manufacturing expansion opportunities (investments, facilities, acquisitions, alliances)
- Develop and manage operating and capital budgets in close coordination with CFO and President
- Develop actionable business strategies and plans that ensure alignment with short-term and long-term objectives developed in tandem with the CFO and President
- Establish and maintain credibility throughout the organization as an effective developer of solutions to business challenges
- Develop and maintain strong relationships with key partners (customers, suppliers, consultants)



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Job Qualifications

- Master's Degree (MBA) preferred; or eight to ten years related experience and/or training; or equivalent combination of education and experience
- Proven track record of contributions in a high growth environment
- An experienced leader with appropriate industry experience in a subcontract manufacturing environment
- An energetic, forward-thinking, and creative individual with high ethical standards
- A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus
- Knowledge and experience in contract negotiations, change management and re-engineering operations and procedures
- Experienced in formulating policy, developing, and implementing new strategies and procedures
- A well-organized and self-directed team player
- Versatility, flexibility, and a willingness to work within changing priorities with enthusiasm
- Demonstrated ability to establish and measure performance metrics
- An intelligent and articulate individual who can relate to people at all levels of an organization, possesses excellent communication skills
- Good judgement with the ability to make timely and sound decisions
- Ability to motivate teams and manage several projects simultaneously

Competencies

Business Acumen
Communication Proficiency
Leadership
Personal Effectiveness/Credibility
Strategic Thinking

Technical Capacity
Ethical Conduct
Performance Management
Problem Solving/Analysis
Financial Management

Travel

This position requires up to 25% travel.

Reporting Relationships

COO reports to the President of KTl