

Moser Corporation is looking for a Cabinet Shop Manager. Must have experience in the field and must have "Production" experience in a cabinet shop. Scheduling & Communication with Project Managers, employees and peers MUST be a strength. General knowledge of Cabinet equipment is also a must i.e. CNC Router, Edge bander, Beam Saw etc.....knowledge of plastic laminates, veneers and melamine's as well as Quality Control of products being fabricated are required as well. Basic computer skills such as Outlook and Excel are a plus but not a requirement. Bilingual in english and spanish is a plus

Responsibilities include:

- Managing employees and the plant operations daily
- Scheduling production and manufacturing cabinets and installation schedules
- Understanding company product lines, equipment machinery, assembly standards, and installation techniques
- Enforcing quality assurance standards
- Meeting with sales staff to review designs for accurate production and installation
- Maintaining shop equipment and company vehicles
- Producing daily cut lists
- Forecast production requirements, place orders and maintain inventory levels
- Tracking and receiving all purchased materials
- Monitoring material flow and scrap
- Problem resolution skills with clients

Job Requirements:

- 3-4 years of hands-on field and/or shop experience in millwork or other construction trade required
- Working knowledge of shop equipment and processes
- Skilled in building positive partnerships and working collaboratively with cross-functional business teams.
- Ability to read and comprehend architectural drawings and technical specifications required
- Possess excellent organization and multi-tasking skills; must demonstrate ability to manage several activities at once, organize/prioritize work to meet internal and external deadlines
- Ability to communicate effectively
- Proficiency in MS Office products, including MS Outlook

Job Type: Full Time