



Operations Assistant

Job Description:

Fast growing interconnect distributor and contract manufacturer is now searching for a dynamic individual to assist our Operations team on the daily operation of our warehouse and production department.

Duties to include:

- Manage and oversee processing of government orders.
 - Contract review for packaging requirements.
 - Delegate and verify completed packaging.
 - Data entry of DD250 and invoicing documents via Odyssey software, WAWF direct and VSM.
 - Investigate and disposition past due invoices.
 - Review options and implement packaging procedure for other set aside partners (i.e. STATZ).
- WIP review.
 - Review past due items and communicate with respective Production Coordinator for resolution.
 - Data entry as needed to ensure Visual ERP is updated w/ accurate ship date information and notes as needed.
 - Review of work orders to stock. Requires regular communication with product team and respective production coordinator.
 - Executing tasks as requested by General Manager and/or Operations Manager relating to WIP accuracy.
- Problem resolution.
 - Assist Production Coordinator, General Manager and/or Operations Manager to resolve critical floor shortages.
 - Coordinate with product team as needed to support needs of the operations team (i.e. material issues, etc).
 - Communicate with the sales team on behalf of the General Manager and/or Operations Manager to improve internal communications and keep sales informed of status.
 - Communicate with external customers as needed in support of the operations team.
 - Coordinate with the quality team as needed to resolve open issues.
- Prepare performance data for operations team review to measure productivity and goal achievement to determine areas needing improvement (i.e. CDM Work in Process & Shipping Reports).
 - On-time delivery
 - Monthly shipment goals as provided by the General Manager.
- Assist with the implementation department policies, goals, procedures and objectives.
- Assist with hiring and maintenance of employee review schedule.
- Assist with overseeing warehouse and production departments.
 - Maintain neat and organized warehouse environment.
 - Provide suggestions on possible improvement.
 - Share opening/closing responsibility with operations team.
- Daily communications with General Manager and/or Operations Manager.
- Other duties as assigned by management. Operation's is a position that encompasses a little bit of everything. In addition, to the warehouse/production responsibilities you may be asked to support other departments.



Operations Assistant

Desired Skills & Experience:

- Bachelor's Degree Required
- Previous experience in wire harness and cable assembly a plus
- Demonstrated leadership ability
- Good communication skills
- Positive attitude a must

The ideal candidate will have a technical background, be ambitious, is able to work independently, and have a dynamic personality.

About CDM Electronics

Our Story

CDM Electronics began in 1993 as a Military Surplus distributor and in 1997 transitioned into an authorized distribution business. In 1999, after a few years of success as an authorized distributor, value added contract manufacturing services were added to enhance our interconnect product offering.

Today, CDM is headquartered in New Jersey, in a company owned facility. The New Jersey headquarters is supplemented by regional branch offices in Irvine, California and Plano, Texas.

Our Company

CDM Electronics specializes in the distribution of interconnect products and contract manufacturing services. Our mission is to provide every customer with exceptional interconnect products and value added services that exceed their expectations.

CDM Electronics employs specialists, technicians and degreed Mechanical and Electrical engineers with 40+ years in the industry and has a proud history of providing creative and cost effective solutions to leading OEM's in a wide range of industries.