



Position: **Assistant General Manager**
Location: **Liberty Lake, WA**
Type: **Full time**

UL Panel Shop Assistant General Manager

QualiTEQ is a full-service Underwriters Laboratory (UL508A and UL698A) listed Industrial Control Enclosure fabrication shop capable of delivering industrial control panels of all types and sizes. Our team of experienced fabricators skillfully integrate state-of-the-art components with leading technologies to meet your automation and control needs. We maintain relationships with industry's leading equipment providers to provide our clients with innovative technology and premier value.

Position Summary

The Assistant General Manager supports the General Manager who is responsible for overall management of all aspects of the QualiTEQ business. The Assistant General Manager role focuses on client management, supplier management, business growth, and personnel management. Assistant General Manager will transition to General Manager when General Manager is out of town and/or retires.

Key Responsibilities

Client Management

- Manages and maintains interfaces with QualiTEQ clients.
- Represents QualiTEQ in the market and community.
- Develops new clients for QualiTEQ.
- Accountable for Client Experiences with QualiTEQ.

Supplier Management

- Manages and maintains interfaces and relationships with suppliers.
- Supports QualiTEQ bid / proposal development with General Manager.
- Responsible for development of tools for bid / proposal development.
- Creates and manages master supply agreements and vendor managed inventory.

Business Growth

- Monitors industry trends to identify and develop new business opportunities.
- Expands presence in existing markets by connecting with local businesses and municipalities.
- Fosters relationships with contractors and equipment manufacturers that need industrial control panels.
- Supports General Manager in expansion of skill sets and services to clients, e.g. PLC/HMI programming, troubleshooting, and testing support.
- Responsible for overall growth of revenue.

Personnel Management

- Recruit, motivate and mentor fabrication staff to achieve QualiTEQ objectives.
- Direct and assist team in achieving safety, quality, delivery, and cost goals.
- Responsible for maintaining a safe work environment for fabrication staff.
- Assist in managing activities of production employees.
- Identify training needs and work towards a plan to accomplish.

Communication

- Communicate daily with employees about production needs and performance feedback.
- Communicate appropriately with management regarding concerns, direction, updates, and operational needs.
- Interface with clients/engineering to ensure design and functionality compliance.
- Assist in completion of all required reports and paperwork.
- Assist with development of proposals and bids.

Qualifications

- Minimum of 3 years' experience in Management or Supervisory duties.
- Minimum of 3 years' experience in Supply Chain Management.
- Experience in Client Relationship Management preferred.
- Experience with Underwriters Laboratory UL508A and UL698A standards preferred.

Skills

- Client/Customer Management, including ability to build and maintain relationships.
- Supply Chain Management, including suppliers of materials and tooling.
- Ability to interactively set, communicate, and manage expectations to fabrication staff for scheduling and quality.
- Understand and manage safety rules and regulations in shop and industrial environments.
- Able to communicate effectively with co-workers, clients, and others.
- Work with all staff to ensure compliance with safety and environmental policies.
- Be detail oriented and able to focus on zero-defect quality workmanship practices.