

# Career Opportunities with Bell Incorporated

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## ***Continuous Improvement Manager***

We are seeking a **Continuous Improvement Manager**. Reporting directly to the COO, the Continuous Improvement Manager is responsible for serving as the facilitator and driver of continuous improvement projects, implementation and cross-functional involvement for Bell Incorporated. The Continuous Improvement Manager role is focused on sustaining and improving a beneficial change culture in order to drive attainment of long-term business goals.

### **RESPONSIBILITIES:**

- Work cross –functionally across all facilities to identify, prioritize, and lead process improvement projects. May include design and implementation of new processes/protocols, equipment and machine center re-design, identification of new capital, human resource, or technology needs.
  - Skilled in leading meetings, documentation of responsibilities and holding team members accountable.
- Constantly seeking improvement opportunities, implementing known best practices, and challenging crews, managers to achieve higher measures in safety, quality, efficiency.
- Effectively collaborate and influence people at all levels in the organization through strong interpersonal and communication skills
- Report directly to the COO

### **TASKS TO INCLUDE:**

- Prepare, execute, revise and measure progress of identified and targeted Continuous Improvement Plans.
- Facilitate continuous improvement interventions and coordinate teams
- Disseminate and act upon relevant industry and corporate benchmarking data
- Identify opportunities to implement common processes and best practices
- Assure that process improvements and benefits are clearly communicated to all stakeholder levels and that actions are driven to closure and transitioned using a sustainable, scalable methodology
- Assure that predicted savings are tracked, validated and reported to the appropriate internal customers
- Provide leadership, coaching and training in lean thinking
- Devise innovative process solutions to address the business need that complement and surpass those requested by the business; recommend solutions to the business
- Manage portfolio of continuous improvement projects end to end, ensuring all deliverables are met.
- Provide clear and concise verbal and written communication with team members, all levels of management as well as outside vendors.
- Ensure leadership is involved appropriately in managing the project portfolio of continuous improvement projects.

## **BACKGROUND REQUIREMENTS:**

- 5+ years manufacturing operations experience - managing multiple, large, complex and cross functional projects, with emphasis on systems, technologies, business process redesign and knowledge of technical environments. Packaging industry highly preferred.
- Successful completion of Six Sigma Black Belt training modules or equivalent; knowledge of Lean Production Tools
- Experience in Lean manufacturing techniques, Capability Studies, Process Mapping, FMEA, and root cause analysis required
- Developed Project Management skills, PMP (Project Management Professional) Certification a plus
- Proven ability to develop and deliver holistic, integrated solutions in support of business objectives in complex environments
- Prior experience interfacing with various partners, including vendors, third party delivery teams and internal groups
- Post secondary degree required. Preferably in related field - business, project management, engineering, etc.

## **REQUIRED SKILLS:**

- Excellent communicator both orally and written - ability to bring resolution to issues that are sometimes confrontational
- Intermediate or advanced level of use in Microsoft Excel, Word, PowerPoint, MS Project
- A strong leader with the presence, professionalism, skills and business focus to quickly establish relationships and credibility with internal and external customers
- Must be capable of taking a project lead role and creating a fast moving continuous improvement culture
- Excellent team player and team builder being able to maintain team's performance and make right decisions even under high level of pressure
- Must be able to manage multiple tasks with aggressive deadlines
- Ability to work independently and deal effectively with multiple priorities
- Proactive, results-oriented, sense of urgency, high level of energy, enthusiasm and passion
- Results-oriented and flexible, must be willing to work extended hours when needed
- Highly organized with strong time-management skills

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## ***Plant Manager***

We are seeking a Plant Manager to lead and coordinate the day-to-day operations for one of our manufacturing plants; ensuring areas are kept within safety compliance and operating productively and profitably. The Plant Manager executes the Company's profit plans with reference to all direct production related activities. The Plant Manager is a key member of the leadership team charged with the execution of the Company's strategic and operational manufacturing plans and engineering initiatives.

## **RESPONSIBILITIES TO INCLUDE:**

### **PLANNING, ADMINISTRATION AND PERSONNEL MANAGEMENT:**

- Ensure plant operations compliance with Management Operation System for driving continuous improvement to maximize productivity and minimize cost.
- Ensure continuous improvement of Management Operating System productivity standards and targets and employee safety.
- Achieve specific objectives, goals (related to safety, quality, efficiency, spoilage, labor, downtime) and performance.

- Execute and evaluate plant business and operations plans and programs within the context of the Company's overall strategic and annual business plans as it relates to production matters.
- Develop, maintain and administer a sound plan of organization and leadership; provide leadership to initiate changes and improvements to the organization structure of the Company.
- Develop, implement and monitor cost improvement/cost control programs in accordance with approved plans.

**PRODUCTION AND PROCESS CONTROL:**

- Provide leadership in strengthening the company's culture and work environment in support of total quality and continuous improvement to ensure production goals are achieved.

**BACKGROUND REQUIREMENTS:**

- 5 to 10 years of experience in a manufacturing environment. Packaging industry highly preferred.
- Minimum 5 years experience as a Department/Operations Manager.
- Post secondary degree required, business or management field preferred.
- Previous experience with employee involvement teams, problem solving or self-directed work teams desired.
- Experience with implementation of operational and strategic plans.
- Proven responsibility for ISO and AIB and other quality programs.
- Proven supervisory and leadership skills.
- Strong business and financial knowledge and experience.

**REQUIRED SKILLS:**

- Excellent communicator both orally and written - ability to bring resolution to issues that are sometimes confrontational
- Intermediate or advanced level of use in Microsoft Excel, Word, PowerPoint
- A strong leader with the presence, professionalism, skills and business focus to quickly establish relationships and credibility with internal and external customers
- Excellent team player and team builder being able to maintain team's performance and make right decisions even under high level of pressure
- Must be able to manage multiple tasks with aggressive deadlines
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***Customer Services Manager***

Bell Incorporated is seeking a Customer Services Manager who will have responsibility for the management and coordination of all customer services activities. It is this position's objective to provide Bell Incorporated's customers with a high level of customer satisfaction via accurate and timely information, customer service, package design and graphic design services. The Customer Services Manager is responsible for maintaining an attitude and atmosphere of "Customer Focus" within the team and the organization. The Customer Services Manager is responsible for management of staff members in Customer Service, Estimating, Packaging Engineering, and PrePress/Graphic Design.

## **RESPONSIBILITIES:**

- Department Management Activities to Include:
  - Management of team members in reporting departments, to ensure customer satisfaction.
  - Management contact for customers regarding daily business, quotes, orders and shipments.
  - Assurance of internal support for external sales team; oversee and assist with processing of internal communications and requests on behalf of external Sales team.
  - Draft and manage customer-wide communications in conjunction with Director of Sales.
  - Prepare and distribute department reports to include Weekly Shipment Report, Sales Projections, and Escalator/De-escalator Customer Price Changes.
  - Manage Customer Survey process and reporting.
  - Coordinate outsourcing activities which may include customer samples, ancillary production support (i.e., cutting of samples, etc.), graphics support, etc.
  - Coordinate customer visits and tours.
  - Provide leadership and supervisory management to staff members in Customer Services, Estimating, Packaging Engineering, and PrePress/ Graphic Design. This will include annual performance evaluations, and training of direct reports.
- Process Management Activities to Include:
  - Management of new customer accounts during the integration process; as well as management of sales broker accounts/projects, as assigned.
  - Liaison between Sales, Customers, Scheduling and Operations; providing specific and current information on all jobs cross-functionally.
  - Maintain and manage Customer Order Acknowledgement procedure.
  - Manage/contribute to RFP/RFQ responses and proposals, as assigned.
  - Oversee corrective action responses to customers.
  - Perform on-press customer approvals, as assigned.
  - Manage and coordinate R&D and customer trial jobs.
  - Perform as back up for Estimating and structural design department, if necessary.
- Organization Support Activities to Include:
  - Implementation of Strategic Plan and management of departments according to plan goals and objectives. This will include Balanced Scorecard tracking and reporting.
  - Contributing member of ISO 9001 Steering Committee. Policy Owner responsibility for 4.3 Contract Review.
  - Member of ERP core implementation team, including training for departments.
  - Provide support to New Business integration projects to ensure adherence to new business integration methodology.

## **BACKGROUND REQUIREMENTS:**

- Bachelor's Degree in Business or related field required.
- Minimum of five years experience in position of similar type and level of responsibility.
- Must have experience in managing several departments and direct reports within team environment.
- Experience in packaging, printing and/or manufacturing environment highly preferred.

## **REQUIRED SKILLS:**

- Excellent communicator both orally and written - ability to bring resolution to issues that are sometimes confrontational
- Intermediate or advanced level of use in Microsoft Excel, Word, PowerPoint

- A strong leader with the presence, professionalism, skills and business focus to quickly establish relationships and credibility with internal and external customers
- Excellent team player and team builder being able to maintain team's performance and make right decisions even under high level of pressure
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### ***Finishing Folder Gluer Operators***

**Responsibilities include:** Safely and effectively operate high speed manufacturing equipment at targeted speeds and production output requirements. Adherence to and verification of quality specifications for products produced. Machine setup and trouble shooting to determine and eliminate barriers that impact production. Machine preventative maintenance. Provide leadership, guidance and training to fellow crew members.

**Successful candidate must have:** Experience in machine operation, set up and maintenance is required. Experience in a manufacturing environment is highly preferred. Consideration given for combination of technical skills education and/or work experience. Mechanical aptitude a plus. Must have a good safety record. Preference given to candidates with experience in printing or folding carton industry. Must be able to communicate in English, as well as read, understand and follow work instructions as provided in the English language.

**Work hours:** Work hours will be based on department needs. Must be able and willing to work up to 12 hour shifts, to include nights, weekends and holidays. Must be able to work overtime as needed.

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### ***Offset, Web Fed Printing Press Operators***

**Responsibilities include:** maintaining and operating offset, web printing press. Must be able to successfully manage, lead, and train crew members to fully support all aspects of printing operations. Responsible for production performance & crew management.

**Successful candidate must have:** Experience in printing industry in related capacity; strong mechanical aptitude; excellent work ethic; demonstrated leadership abilities; strong communication skills; experience with computers; and excellent organizational abilities.

**Work hours:** Hiring for off shift hours. Must be able to work up to 12 hour shifts, including nights, weekends and holiday. Must be able to work overtime as needed.

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### ***General Production Positions***

**General Production positions are hired and staffed through Kelly Services. Bryan Raterman, Kelly Staffing Supervisor, is available on-site at Bell Incorporated for interviews and application review.**

**Responsibilities include:** Feeding, off-loading and handling of product through manufacturing process. Will work with a team of 4-5 others to ensure quality product is produced. Responsible for active participation during machine make readies (includes cleanup, setup, and preparation of work area). Responsible for manual packing and palletizing of finished product.

**Position requires:** Safety and quality focus, ability to work in a fast paced environment with high speed equipment, basic reading and math skills, ability to think logically and work in a team environment. Individuals with strong mechanical aptitude highly preferred. Physical

requirements include ability to consistently lift and handle up to 50 lbs., stand and/or walk up to a 12-hour work shift, and tolerate repetitive manual work tasks. Must have good visual acuity and normal color perception. Must be able to react quickly and safely to machine issues.

**Experience Level:** This is an entry level position.

**Work hours:** Hiring for day and night shifts. Must be able to work up to 12 hour shifts, including nights, weekends and holiday. Must be able to work overtime as needed.

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All candidates must be at least 18 years of age, must be able to legally work in US, no sex offenders or violent felons considered.

**Contact us today at:**

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**We require a completed application to be submitted with all resumes. We will not accept resumes only.**

**Bell Incorporated is an Affirmative Action Employer that offers Equal Employment Opportunities to all qualified candidates.**