



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Job Title: Director, Manufacturing & Logistics

Department: Operations

Reports To: Chief Operating & Financial Officer

Essential Duties and Responsibilities (Publishing Experience Required)

Includes the following. Additional duties may be assigned:

- Plans, organizes, directs, and controls activities related to inventory purchasing.
- Prepares and maintains budgets related to inventory purchasing.
- Analyzes printing and paper market and delivery conditions to determine present and future material availability, and prepares market analysis reports.
- Develops a system to evaluate vendor quotes that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.
- Recruits and maintains suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and conduct.
- Chairs periodic Inventory meetings.
- Maintains awareness of manufacturing trends and continually researches through reading, conferences, etc. the latest changes in manufacturing methods and practices.
- Assists Editorial Departments and Production Department with planning, organizing the development of long-term publishing plans to meet the Company's strategic objectives.
- Oversees program schedules as requested by the Chief Operating Officer and President, in relation to the Company's publishing plan to ensure timely and cost-effective delivery of print and technology products.
- Tracks programs against their schedules, budgets and against original or modified objectives, reporting status to VPs, Publications and VP, Publishing Operations on a regular basis and Chief Operating Officer Chairman of the Board and President on an as needed basis.
- Develop and implement plans for [off-schedule publications or unplanned products] and unanticipated delays in publication schedules.
- Recommends new processes where needed to improve quality or on-time delivery of products.
- Recommends and lead efforts to improve existing processes to improve quality or on-time delivery of products.



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- Oversees product proposal development and approval to ensure the proposal meets the Company's profit analysis and market objectives.
- Assists in or produce feasibility studies/business plans for new product development.
- Oversees project controls that accurately reflect completed work against project plans, schedules and budgets, and ensure management involvement at appropriate milestones.
- Continually investigates and introduces process improvement and cost saving measures within printing and distribution.
- Assists Editorial with development of e-products and provides technical direction that will make the Company competitive and profitable.
- Assists in building technology vendor list ensuring vendors financial viability and established best practices in the delivery of cost-effective e-products.
- Keeps current with the latest technology that teachers and students are utilizing in schools and homes in order to incorporate these technologies into the Company's product lines.
- Develops strategic plans identifying technology applications to support business plans or create new strategic options.
- Keeps abreast of state-of-the-art technology developments in the elementary and high schools markets through attendance at trade and professional meetings and seminars, trade shows, perusal of the literature, and use of supplementary educational activities.

Education and/or Experience:

- Master's degree (M.A) or equivalent.
- Ten years related experience in the Publishing industry a must or the equivalent combination of education and Publishing experience.
- Familiarity with technology as it relates to education products and services.
- Knowledge of operations, including scheduling, procurement, and manufacturing.
- Knowledge of finance, including ability to read and understand financial data such as cost analysis and return on investment analysis.
- Knowledge of Internet software; Manufacturing software; Project Management software; Spreadsheet software and Word Processing software.