

# **Vice President of Administration**

## **Job Description NTN Driveshaft, Inc. Columbus, Indiana**

### **Scope:**

Direct a diverse organization that provides financial, business, and administrative support services that are fundamental to both the conduct of the operations of the division and the achievement of its operational and financial objectives. Ensure the accurate appraisal, interpretation, and analysis of financial results, while also providing analyses, interpretation, and justification of budgets, forecasts, and long-range plans.

### **Education:**

Degree in Engineering or Finance or Management

### **Experience:**

- Manufacturing environment in metals industry prefer some auto experience.
- Must have had job assignments in 2 of these areas production-Engineering (Quality)-Finance (Sales or Planning).

### **Departments reporting:**

Accounting, Human Resource, Information Technology, Production Control, Purchasing and Facilities

### **Key Elements:**

- Provide leadership and coordination of the company Human Resource, Accounting, Information Technology, Production Control, Purchasing and Facilities function. Develop and implement strategy and programs.
- Must be able to work with and understand Japanese expatriates and business
- Must work with executive team at NDI
- Understand local area business and culture
- Understand legal requirements: HR, OSHA, Environmental, Financial audit, JSOX
- Review and understand financial statements and business plans
- Understand sales and production forecasts that relate to employment and supplier base

### **Skill sets required:**

- Have vision to set direction to reporting departments based on company established goals. Must be able to interpret and translate these into action plans.
- Have good management, planning and organization
- Follow up and take corrective action when necessary