



MackayMitchell

Envelope Company®

<https://www.mackaymitchell.com/job/operations-manager-night-shift/>

Operations Manager – Night Shift

Description

Location Notice: This position is based in **Mount Pleasant, Iowa**. While all qualified candidates are encouraged to apply, preferential consideration will be given to applicants who reside locally or intend to relocate to the area.

The Operations Manager – Night Shift – Reporting to the Plant Manager, provides strategic, on-site leadership and management oversight for the night shift (5:30 PM – 5:30 AM) at the Mt. Pleasant facility. While the role is dedicated to night shift operations, the actual working hours may vary and may not necessarily align with the full 12-hour shift, potentially including overlap with the day shift to support training and operational needs. As the senior-most leader on-site during the night shift, this role ensures the effective execution of production goals, fosters a culture of safety and quality, supports and develops Production Supervisors, and reinforces company policies and Core Values. By providing consistent and capable on-site leadership, this role ensures operational continuity during night shifts, supports balanced leadership coverage across all hours of operation, and helps drive training and development initiatives on the night shift.

Responsibilities

- Lead and support night shift Production Supervisors to ensure successful shift execution, production performance and employee engagement
- Act as the primary on-site leadership authority during night shift hours
- Ensure safety protocols and compliance standards are met and immediately address any safety concerns
- Promote quality assurance by overseeing production processes and collaborating with Quality Control staff to resolve issues promptly
- Support onboarding, skills training and cross-training initiatives for all night shift employees
- Drive and oversee all specialized training initiatives on the night shift, placing special emphasis on the effective delivery and management of Machine Adjuster training programs and skills development
- Oversee the accuracy and timeliness of production and shift handoff reporting
- Provide coaching, feedback and performance support for Production Supervisors; assist with disciplinary or employee relations matters as needed
- Serve as the point person for resolving shift-level challenges, including staffing, equipment and workflow issues
- Coordinate with day shift leadership to ensure smooth shift transitions and continuity of operations
- Participate in operations and leadership meetings to share night shift updates and insights
- Uphold and promote the Company's CARES Core Values: Collaboration, Accountability, Respect, Excellence and Safety
- Perform other duties and leadership initiatives as assigned by the Plant Manager

Hiring organization

Mackay Mitchell

Job Location

1500 Mackay Avenue, Mt. Pleasant

Date posted

June 16, 2025

**Qualifications
Competencies**

- Leadership and decision-making
- Communication
- Coaching and development
- Problem solving and critical thinking
- Safety and compliance awareness
- Quality orientation
- Operational knowledge
- Adaptability

Education and Experience

- Associate's or Bachelor's degree in Manufacturing, Industrial Technology, Business or a related field preferred
- Equivalent combination of education and relevant leadership experience in a manufacturing environment will be considered
- 5+ years of leadership experience in a manufacturing environment
- Demonstrated success in supervising or managing frontline leaders or production teams
- Experience in printing, converting or envelope manufacturing preferred, but not required
- Familiarity with Lean, Six Sigma or other continuous improvement frameworks
- Leadership experience in a 24/7 operation or multiple-shift setting