



Assistant Plant Manager – Baltimore, MD

About Us:

Valleywood Pallets is a leader in wood pallet recycling and remanufacturing, proudly serving Central Maryland and portions of Delaware and Virginia for over 50 years. With 35 skilled plant employees, 5 dedicated drivers, a top-tier administrative staff, and a dedicated fleet of trucks, we are committed to delivering sustainable, high-quality pallet solutions to our commercial partners. We are growing and we are seeking a dynamic, motivated, growth oriented Assistant Plant Manager to join our team.

Position Overview:

We are hiring an **Assistant Plant Manager** to work closely with our seasoned Plant Manager and team, learning the business inside and out. This individual will play a critical role in ensuring customer satisfaction, gathering and using operational data, enhancing operational efficiency, promoting workplace safety, and ensuring the longevity of our equipment and resources. The Assistant Plant Manager will also support critical business processes such as dispatch and logistics, inventory control, and ERP system deployment.

Key Responsibilities:

- **Operational Support:**
 - Shadow the Plant Manager to gain a thorough understanding of the business operations, customer relationships, and industry trends.
 - Partner with the Plant Manager to supervise daily operations and to ensure that productivity, quality, and efficiency goals are met.
 - Learn the dispatch process, ensuring timely and efficient deliveries using our fleet of 100+ trailers, 5 tractors, and box truck.
 - Work closely with drivers and the customer service team to address challenges, track utilization, and optimize routes.
 - Provide leadership to plant employees, ensuring effective communication and team cohesion.
- **Safety Leadership:**
 - Benchmark existing protocols and identify areas for improvement.
 - Develop, implement, and oversee safety protocols and training programs to ensure compliance with OSHA and company safety standards.
 - Conduct regular safety audits and address any issues promptly.
 - Promote a culture of safety and accountability across the plant.
- **Preventative Maintenance Program:**
 - Design, implement, and manage a preventative maintenance program for plant equipment, machinery, and trailer fleet.
 - Coordinate with the maintenance team and third-party service providers to schedule repairs and reduce downtime.
 - Maintain detailed records of maintenance activities and equipment performance.

- **Inventory Control:**
 - Own accountability for safe and organized storage of inventory.
 - Perform regular cycle counts and assist with daily and monthly inventory counts to ensure accurate records of materials and finished products.
 - Analyze inventory data to identify trends and opportunities for improvement.
- **ERP System Deployment:**
 - Collaborate with the management team on the design and implementation of a new ERP system (Q3 2025)
 - Assist with training employees on the new system and ensuring a smooth transition.
- **Data Analysis:**
 - Utilize Excel and other tools to analyze operational data, identify trends, and develop actionable insights that support decision-making.
- **Leadership Development:**
 - Over a period of multiple years, gradually assume additional responsibilities in preparation for a future leadership role.

Qualifications:

- 5+ years of experience in manufacturing, logistics, or a related field (experience in the wood pallet industry is preferred).
- Proficiency in Excel, with the ability to analyze data and create reports.
- Demonstrated knowledge of workplace safety standards and maintenance best practices.
- Strong leadership and organizational skills with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills to foster teamwork and collaboration.
- A proactive and detail-oriented mindset with a commitment to continuous improvement.

Preferred Qualifications:

- Experience developing and implementing safety and maintenance programs.
- Familiarity with dispatch processes and inventory control.
- Exposure to ERP systems and technology implementation projects.
- Supervisory or management experience in a plant or manufacturing setting.

Why Join Valleywood Pallets?

- Be part of a dynamic, sustainable business in a critical industry that supports the global supply chain.
- Help evolve and grow a customer-first service organization.
- Opportunity to work alongside a seasoned industry expert and grow into a leadership role.
- Competitive compensation package with benefits.

Interested?

- Send a resume and cover letter to tthompson@valleywoodpallets.com