



The Production Manager will be responsible for defining and implementing the company production strategies. We are looking for an experienced Production Manager to organize and oversee the manufacturing of goods. You will be ultimately responsible for the smooth running of all production and the quality of output. We expect you to have deep know-how in production procedures. Ability to direct personnel towards maximum performance will set you apart as a leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Capable of leading and directing a staff of 15+ people.
- Can work with direct reports in developing their goals and objectives and prepare and give performance evaluations. Can recommend and implement disciplinary action in accordance with company policy and procedure. Can provide career counseling for direct reports.
- Confers with management, engineering, and other staff regarding manufacturing capabilities, production schedules, and other considerations to facilitate production processes.
- Works to resolve problems pertaining to scheduling discrepancies and takes corrective action.
- Expedites operations that delay schedules and alters schedules to meet unforeseen conditions.
- Prepares production reports.
- Monitors production to resolve issues.
- Completes Non Conformance reports as well as Corrective Action Reports.
- Monitors and reports on employee efficiency within departments.
- Establishes and monitors machine maintenance logs.
- Enforces health and safety precautions.
- Reports to upper management.

QUALIFICATIONS AND SKILLS

- 5+ years' experience in manufacturing operations.
- 3+ years' experience in a supervisory capacity.
- Understanding of quality standards and health & safety regulations.
- Experience in reporting on key production metrics.
- Proficient in MS Office and ERP software.
- Outstanding communication ability.
- Excellent organizational and leadership skills.
- Attention to detail.
- Strong decision-making skills and a results-driven approach.
- Proficient in data analysis, including report writing in Excel.
- Perceptive in identifying problems and developing solutions.
- Demonstrated ability to operate in a dynamic job shop environment, ISO 9001/9015 knowledge a plus.
- Strong communication, active listening, judgment and decision-making, critical thinking, reading comprehension, coordination, managing personnel, time management, complex problem solving, and presentation skills.
- Must work well on a team with other managers, team leads and lower level employees.

Job Type: Full-time

