## JOB DESCRIPTION

| **Title** | PRODUCTION MANAGER | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Production Manager oversees the entire production process and ensures enough resources are available. They schedule personnel, estimate expenditures, and establish budgets to meet deadlines.

This role is vital in ensuring [Organization Name]’s seamless and efficient production within a given time frame and thereby boosting customer satisfaction.

The ideal Production Manager is deadline-driven. They can multitask and oversee multiple operations at once. They have excellent time management, interpersonal communication, and problem-solving skills.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Motivating, guiding, and directing production personnel throughout the production process
* Liaising with clients and other managers to establish productivity objectives and analyze project and resource requirements
* Estimating, negotiating, and agreeing with clients and managers on budgets and timescales
* Establishing a balance between greater manufacturing productivity and lower costs
* Ensuring proper staff and production scheduling
* Evaluating machine resources to guarantee production continuity and minimize downtime
* Ensuring compliance with all safety and health standards and regulations
* Setting quality control standards and develop workflow principles and processes that enhance productivity without sacrificing safety or quality
* Coordinating the maintenance and repair of production equipment
* Regularly communicating with higher management about production-impacting difficulties and issues
* Performing other related duties

**Key Qualifications**

* X years of experience in production in a supervisory or management role ideally in [INSERT INDUSTRY]
* A degree business management or other related field
* Trade certification or project management certification or other relevant certification is required/a plus
* In-depth knowledge of production processes and management principles
* Comprehension knowledge of quality standards and health and safety regulations
* Proven record in staff safety and production training
* Proficient use of Office applications and other related software [insert software e.g., project management software, employee scheduling, ERP]

**Core Competencies**

* Outstanding organizational and time management abilities
* Superior oral and written communication abilities
* Strong project management skills
* Keen attention to detail
* Excellent attention to detail combined with a goal-oriented attitude.
* Excellent comprehension and analytical skills
* Strong problem-solving skills
* Strong team player
* Self-motivated

**Working Conditions**

* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours].
* Hours worked outside of the standard work schedule may be required.
* Standing for long periods of time.
* Required to wear personal protective equipment such as ear plugs or safety glasses.
* May involve reaching, bending, or lifting up to 50 pounds.
* Some exposure to hot and cold temperatures or inclement weather.