

Position Title: Production Manager

Job Summary:

The Production Manager will plan and oversee the daily operations of the organization to ensure goals and objectives are achieved.

Supervisory Responsibilities:

- Hire and trains new employees.
- Organizes and oversees the schedules and work of assigned staff.
- Conducts performance evaluations that are timely and constructive.
- Manages discipline and termination of employees as needed and in accordance with company policy.

Duties/Responsibilities:

- Plans and organizes daily activities related to production and operations.
- Measures productivity by analyzing performance data, financial data, and activity reports.
- Coordinates with other support departments such as human resources, finance, and logistics to ensure successful production operations.
- Oversee the shipping and receiving functions.
- Determines labor needs to meet production goals.
- Assists with budget preparation for operations unit.
- Coordinates with marketing and sales departments to determine pricing, timing, and products to be sold.
- Assists with, or prepares and updates, organization's operations manual and policies.
- Help promote a company culture that encourages top performance and high morale.
- Perform other related duties as required.

Secondary Duties/Responsibilities:

- Attend sales and marketing events as needed.
- Attend in-house or off-site training, seminars, and conferences to increase or maintain knowledge of position.
- Perform other duties as required.

Required Skills/Abilities:

- Excellent managerial and supervisory skills.
- Extensive knowledge of operations and production management.
- Ability to interpret financial data as needed to set production goals.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.

Education and Experience:

- Bachelor's degree in Business Management, Business Administration, or 5 years of equivalent experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate the production facility.
- Must be able to lift twenty-five pounds at a time.