

PRODUCTION MANAGER

Job Type: Full-Time Employment

Summary Overview: A Production Manager is a professional who oversees the production process and coordinates all activities to ensure enough resources on hand. They can plan workers' schedules, estimate costs and prepare budgets to ensure workflow meets required deadlines.

Essential Functions:

- Listening with other managers to formulate objectives and understand requirements
- Estimating costs and preparing budgets
- Organizing workflow to meet specifications and deadlines

Education:

BSc or BA in Business Administration or relevant field is preferred

Day-to-Day Responsibilities:

- Monitor production to resolve issues
- Supervise and evaluate performance of production personnel (quality inspectors, workers, etc)
- Determine the amount of necessary resources (workforce, raw materials, etc.)
- Approve maintenance work, purchasing of equipment, etc.
- Ensure output meets quality standards
- Enforce health and safety precautions
- Report to upper management

Skills:

- Proven experience as production director
- Deep knowledge of production management
- Understanding of quality standards and health & safety regulations
- Knowledge of performance evaluation and budgeting concepts
- 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