# JOB TITLE

## Production Manager

# JOB DESCRIPTION

## Oversee operations efficiency and standardization.

## Directly responsible for complying with the production plan and the quality of the product, as well as for line personnel.

## Provide manufacturing support for existing products and introduce new products and equipment into manufacturing.

# JOB RESPONSIBILITIES

## Assign duties and work with Director of Operations to ensure required volumes are met while maintaining an acceptable quality level

## Provide production line support, including but not limited to implementing process improvements, troubleshooting equipment, and addressing operator inquiries.

## Foster teamwork and enable a culture of Operational Excellence throughout the entire cross-functional team.

## Manage, motivate, develop, and involve product builders through coaching and performance management.

## Ensure product builder training is effective & efficient and maintain training versatility across entire team.

## Assists in completing proper documentation to meet quality systems requirements. (e.g., BOM's, Routers, FMEA's, etc.)

## Responsible for providing assistance with production employee reviews by providing feedback on performance.

## Produce and or inspect products at an acceptable quality level.

## Ensure employees are following documented procedures.

## Regularly perform set-ups and adjustments of equipment.

## Contribute to manufacturing output by operating specific equipment as needed.

# REQUIRED QUALIFICATIONS

## High school diploma or equivalent

## Previous experience in direct management role in manufacturing environment

## Experience in GMP regulated environment

## Strong written and verbal communication skills with the ability to communicate at all levels of the organization

## Able to support and lead a production team working 1st shift hours (7:00 AM – 3:30 PM)

# PREFERRED QUALIFICATIONS

## 3+ Years’ experience in direct management role in manufacturing environment

## Experience in in Medical Device Manufacturing

**SIGNATURES:**

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Supervisor Date

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Employee Date