

JOB ANNOUNCEMENT

Job Title:

Manufacturing/Production Manager

Job Purpose:

Manage and oversee all aspects of the Production Department including the management of production department staff and key personnel and all the production processes, safety and quality control functions.

Job Duties:

- Manage key personnel and oversee organization and all aspects of the production crew. Hire (subject to VP approval), Train, Supervise, Evaluate, & Discipline if needed.
 - Shop foreman
 - Lead Person in each department; Assembly, Machine Shop, Weld Shop, Saw Shop, Clean Up, Paint.
- Establish and manage all production functions including effective and efficient production flows, methods, and processes.
- Establish, maintain, and oversee production scheduling, timescales, and completion of products.
- Establish and maintain all production metrics, standards, and data recording functions.
- Establish and maintain all production department budgeting.
- Establish and manage equipment & facilities maintenance, and upgrade & replacement schedules.
- Manage adequate and proper personnel and material resources for efficient production.
- Enforce quality control policies, processes, and functions.
- Ensure and enforce safety, health and environmental policies, controls, documents, and procedures.
- Liaison among different production departments.
- Is a member of the Parma Company key management team and coordinates with company managers and leads to implement the company's policies, budgets, goals and mission statement.
- Perform such other duties as requested by General Manager and Vice President.

Skills/Qualifications:

- BA/BS degree in Business Administration, Engineering or closely related field
- Exceptional interpersonal skills.
- 5+ years of relevant experience in a production environment.
- Cooperative, flexible and willing to work well in team environment.
- 3+ years of supervisory/management experience, preferably in manufacturing.
- Experience in the LEAN manufacturing principles will be a plus.
- Excellent computer skills required. Must be proficient with Microsoft Office, and able to learn company ERP system.
- Ability to work independently in assigned tasks as well as to accept direction on given assignments.
- Exceptional organizational and time management skills with the ability to multi task.
- Excellent work ethic with motivated and fast paced personality.
- Excellent phone manners and personal conduct of a highly professional manner.
- Ability to analyze and work through difficult and stressful situations while bringing them to satisfactory conclusions.
- Clean drug and background screening required.