

## JOB DESCRIPTION

**JOB TITLE:** ASSISTANT PRODUCTION MANAGER

**REPORTS TO:** PRODUCTION MANAGER

**DEPARTMENT:** PRODUCTION OPERATIONS

### **JOB SUMMARY:**

Supports the Production Manager. Responsible for managing production operations including all activities of the shop floor following established procedures and approved processes.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist the production operations by directing the daily functions of the plant operations following established procedures and processes.
2. Directly responsible for managing all production line employees, and production line staff.
3. Run rate controls and troubleshooting machinery for quality issues.
4. Prepare reports and statistical data on a regular basis. Daily reports for production results, quality issue reporting and down time analysis.
5. Directly supervises Production Supervisors by providing coaching, guidance, and performance feedback on a regular basis.
6. Prepares operator performance evaluations with timely feedback.
7. Continuous improvement, 5S and TPM.
8. Evaluates, reviews, and makes recommendations to improve production processes for efficiency.
9. Oversees the successful transition of new products and technology into the production environment.
10. Participates in production planning meetings, engineering meetings, and scheduling meetings as necessary.
11. Ensures that production schedule is met on a regular basis and implements plan to reconcile any differences as needed.
12. Drives safety initiatives on the floor and ensures safety standards are maintained, as directed by the Safety Director.
13. Performs related duties as required and assigned.

**KNOWLEDGE AND SKILLS:**

The ideal candidate will have experience in a manufacturing, preferably bearings, large cutting and gashing machinery, and solid supervisory experience. The ability to work well and communicate well with all levels of management as well as production employees is essential. The candidate should have solid decision making skills with the ability to review and evaluate information in a logical, systematic approach. Must have strong leadership skills, oral and written communication skills, and presentation skills. Contributes to the team effort by working in a collaborative manner to perform special projects and assignments that support the company's overall goals and business objectives. The candidate should be able to handle multiple projects simultaneously with a strong sense of attention to detail and organizational skills.

**EDUCATION AND WORK EXPERIENCE:**

Bachelor's degree in business, manufacturing technology or a related field and five to eight years of experience in the field, preferably in a manufacturing environment with bearings or large metal manufacturing. Must be proficient in Microsoft Office computer software applications to include Microsoft Project.

**SUBMIT RESUMES TO [isaac.williams@gdol.ga.gov](mailto:isaac.williams@gdol.ga.gov)**