



## Production Manager Job Description

<b>JOB TITLE:</b>	Production Manager	<b>EFFECTIVE DATE:</b>	12.2022
<b>DEPARTMENT:</b>	Production/Operations	<b>PREPARED BY:</b>	HR Manager
<b>SUPERVISOR:</b>	General Manager	<b>STATUS:</b>	Exempt

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### SUMMARY:

The Production Manger position is a key management position within the company reporting to the General Manager. This position will be responsible to manage and oversee the daily operations of Dental Crafters’ production areas, Engineering Department, and Purchasing Function. Ensures safety, quality, delivery, and production metrics are met in alignment with organizational strategy.

### DUTIES & RESPONSIBILITIES:

- Direct, Manage, Lead the staff to meet safety, quality, and operational metrics
- Ensure safety of the workforce and adherence to OSHA standards
- Ensure compliance/adherence to ISO:13485 and FDA CFR 820 Quality Systems Management
- In conjunction with Cell Leads and Human Resources, develop and ensure completion of training plans or individual development plans
- Streamline processes to create an aligned workflow
- Develop goals and metrics in alignment with organizational strategy and effectively communicate to team
- Administer established policies and procedures directly or through subordinates
- Advise on department budget, planning and procedural needs/changes
- Collaborate effectively with other business units and organizational areas including but not limited to; Client Care, Sales, Marketing, Finance, IT, and Human Resources
- Ability to analyze and effectively report on issues or needs
- Ensures inventory levels meet demand and communicate need for staffing to meet demand
- Leverage Quick Response Manufacturing (QRM) and related tools to align and forecast resource requirements
- Assist with development and execution of strategic initiatives
- Role model the Company’s values and purpose
- Remain knowledgeable of personnel-related issues, policies and procedures and take effective action to ensure full and complete adherence, working with the HR Manager
- Effectively manage projects and align project priority with organizational strategy
- All other duties or tasks as assigned



**JOB REQUIREMENTS:**

- Bachelor's degree in Business/Production Management/Engineering/Supply Chain Management
- A minimum of 5-7 years' experience in a manufacturing management operation involving machining and assembly activities with management responsibilities
- Additional experience can be considered in lieu of Bachelor's Degree.
- Good working knowledge and experience with basic manufacturing tools such as QRM, Lean, Six-Sigma, ISO 13485, FDA Regulatory Requirements, and OSHA Standards
- Problem solving/decision making, labor balancing and performance excellence programs
- Demonstrated ability to effectively lead, motivate, coach and train people in varying production disciplines to achieve improved overall performance.
- Demonstrated ability to leverage cross-functional resources to support manufacturing requirements.
- Maintains strict confidentiality and protects privacy of confidential/sensitive information.
- Exceptional time management and organization skills. Ability to manage multiple tasks and projects simultaneously establishing priorities to meet deadlines.
- Ability to communicate effectively (verbal, written, and presentations) with executive leadership, staff, and internal and external clients.
- Proactive; exercises sound judgment and decision making; able to identify problems and needs and develop solutions and/or options.