

# Production Manager Job Description

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- Develop and implement production schedules to meet demand and deadlines
- Oversee daily production operations and resolve any issues as they may occur
- Motivate, inspire, and supervise production staff to achieve set goals
- Monitor production processes and adjust workflows for maximum efficiency
- Ensure conformance to quality standards, and implement control quality and raw material availability through coordination with procurement
- Analyze production data and report to the upper management
- Ensure safety protocols are implemented and maintained in the production area
- Coordinate equipment repairs, upgrades, and maintenance
- Take part in cost control and budget planning activities
- Collaborate with the sales and customer service department to adjust production levels in regard to changing demand
- Identify and implement process and cost improvement ideas
- Manage inventory levels and optimize storage practices
- Train new employees and conduct follow-up training of existing personnel
- Regularly review performance and make appraisal of comments for employees in one's team
- Ensure compliance with environmental regulations as well as sustainability programs
- Participate in production process feasibility studies and in new product development
- Manage the relationship with key suppliers and contractors
- Lead in the implementation of new technologies/production methods
- Develop contingency plans to ensure no production disruption

- Collaborate on staffing needs and workforce planning with human resources
- Stay ahead on industry trends and competitors
- Ensure adequate documentation and record-keeping of production activities
- Participate in strategic planning sessions with top management staff
- Manage Production-relevant KPIs and implement correct actions if necessary.