

## Production Manager

Due to recent growth, our Non-union facility located in North Manchester, Indiana is actively seeking a Production Manager. The plant employs approximately 100 employees working a 2 shift manufacturing operation and has annual sales of approximately 15M. Our goal is to provide the employee with a safe, clean, work environment as well as a challenging, flexible and interesting place to work. The work will be performed in a lean manufacturing environment. This position will report directly to the Plant Manager.

### **Responsibilities:**

- Responsible for providing direct leadership to production employees in department(s) including work scheduling & assignment, employee training, ensuring production quality & quantity requirements are met, evaluating staffing needs, administering safety, communicating, teambuilding, etc. Key responsibilities include:
  - Develop a strong working relationship with the production team at all levels to ensure timely and consistent communication and understanding of both floor and plant issues.
  - Ability to handle responsibilities effectively;
  - Directs the development and implementation of activities in production areas to meet production goals, quality and cost objectives.
  - Keep Plant Manager informed of all pertinent information and developments.
  - Responsible for ensuring all employees adhere to Company policies, practices and safety guidelines.
  - Ability to adjust to the changing needs of a fast-paced manufacturing environment.
  - Initiate disciplinary action when warranted.
  - Provide input for employee performance evaluations.

### **Requirements:**

- Bachelor's degree preferred; or an Associates Degree in conjunction with related experience and/or training; or equivalent combination of education and experience.
- 2-3 years supervisory experience preferably in a manufacturing environment.
- Computer experience with Microsoft Word, Excel, Power Point and Outlook
- Excellent oral and written communications skills.
- Strong ability to interface with all levels of staff to achieve organizational goals.
- Must be highly organized and a self starter.
- Six Sigma Green Belt and Lean Manufacturing Skills, **Required**.
- Experience with O.E.E., Kanban, Kaizen, Line Balancing, Time Studies and SPC, Highly Preferred
- Experience in Engineering to assist with technical troubleshooting is a plus.

**Benefits:**

Competitive wages

Medical, dental, vision and prescription coverage

Company paid life insurance

Paid holidays and vacation days

Tuition reimbursement