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# Example of Contract Manufacturing Job Description

Our company is growing rapidly and is looking to fill the role of contract manufacturing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for contract manufacturing

* Collaborate with manufacturing engineering and program manager to prepare engine workscope in order to estimate engine shop visit cost and Lead Time
* Collaborate with manufacturing engineering to keep aligned MRP data and BOM (Bill of Materials)
* Expedite orders to meet production scheduled date
* Collaborate with logistic to ensure a smooth customs and receiving process
* Verify materials conformity to engine configuration
* Support supervisor during engines accumulation process
* Plan the development and/or acquisition of required talent though development of skills and capabilities in the appropriate Manufacturing OEM field
* Lead the Lean Six Sigma and continuous improvement initiatives within Manufacturing including project tracking and mentoring of other team members projects and facilitating colleagues through lean six sigma green belt programs
* Report, Presentation and action key departmental KPI’s
* Change management inclusive of implementing end to end process changes within the quality systems including the creating of BOM’s, Master Batch record and SOP changes

## Qualifications for contract manufacturing

* Master’s Degree (preferably engineering, business administration, operations management, supply chain or related field)
* Must have demonstrated businesses acumen coupled with a strong attention to detail
* Solid modeling experience (ProE, SolidWorks)
* Direct and proven CMO and Manufacturing Operations experience, including tech transfer, validation and commercial scale production
* Demonstrated success in project planning, resource management, and collaboration with Development, Quality and CMC
* Demonstrated ability to negotiate and manage contracts, and establish and control budgets