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# Example of Finishing Manager Job Description

Our company is growing rapidly and is looking to fill the role of finishing manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for finishing manager

* Provides leadership and direction for the daily production planning, management and review
* Collaborating with supervisory staff, controls day to day operations to ensure delivery of customer service levels for all assembly, testing, and packaging operations for the site
* Lead Production team comprised of (~30 employees) over two production shifts
* Accountable for annual Performance & Development Dialog (PDD) process for Production team
* Develop plans to ensure all measures necessary are taken to deliver key results on a monthly basis, and locating the necessary resources to deliver all objectives on an annual basis
* Critically analyzing performance to identify areas for improvement
* Proactively setting and revising standards on an annual basis to maximize current and future performance
* Promotes the Quality Policy at all levels of the organization and ensures that policies and procedures are being followed
* Leads Lean Manufacturing/Continuous Improvement project teams
* Leadership experience with the ability to motivate, coach, influence and build relationships in a team-based environment

## Qualifications for finishing manager

* Demonstrated intermediate skills with the standard features of various personal computer word processing and spreadsheet software (Microsoft Word and Excel, PowerPoint, Outlook, Internet, and other proprietary software)
* Demonstrated ability to think ahead and plan over a 30-day time span and prepare action plans to achieve results
* Demonstrated ability to measure an employee’s performance to goals
* Ability to balance and achieve positive results in the areas of safety, employee relations, quality, productivity and cost
* 5 or more years in a management role in a high speed manufacturing environment with two or more years of experience managing others
* A 2 yr