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# Example of Lead-Production Job Description

Our innovative and growing company is searching for experienced candidates for the position of lead-production. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for lead-production

* Coordinate work order and material flow within manufacturing area, assign and position resources based on work order demand and priorities
* All aspects related to the execution of the manufacturing schedule including coordinating material, communication with other departments, ensuring maintenance and housekeeping issues are addressed
* Monitor and report employee issues to Plant leaderhship
* Accurate completion of quality checklists and production paperwork
* Oversee production line and inspect for quality and adherence to policies
* Perform line clearance and quality checks
* Operating necessary production equipment
* Determine appropriate components to complete projects, and manage the replenishment
* Ensuring lines are clear of all components (properly bundled and packed) at end of each production run
* Maintain a neat and clean work area, report any unsafe conditions

## Qualifications for lead-production

* Take into consideration resources and constraints
* Gather information to accurately identify the root cause of problems in equipment or work processes
* Take corrective action in a timely manner
* Responsible for primary interface with data entry into SAP system
* Coordinate entry and follow up for area maintenance tickets to ensure timely completion of equipment maintenance to minimize impact to production schedule
* Champion the On the Job (OJT) training program, area safety initiatives, and area lean manufacturing initiatives