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# Example of Lead-Production Job Description

Our company is hiring for a lead-production. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for lead-production

* Coordinates raw material logistics with operators and Warehouse Associates
* Participates in training new employees and re-training associates in processes and methods as required
* May provide input for annual employee reviews and disciplinary actions
* Initiates necessary work orders in order to keep production lines maintained and operating
* Follows applicable Environmental, Health, and Safety rules and guidelines while performing any procedure
* As needed, covers for Shift/Production Supervisor when not present
* Performs data quality analysis on file submissions from HPE channel partners, rejections and warnings
* Produce analysis and reports using HPE business applications and MS office tools
* Escalate issues that cannot be resolved within scope of responsibilities in a timely manner
* Track and follow up issues with HPE IT, partner on calls/emails until resolution

## Qualifications for lead-production

* First Aid, CPR and AED training an asset
* Must agree to follow safety guidelines and wear applicable safety equipment
* Must have strong interpersonal skills to foster a positive team environment
* Candidate must be able to work independently and monitor and direct associates within the department
* Must be proficient in reading MSDS sheets, devising sanitation plans and have an understanding of chemical uses, buying and storage
* Possess the ability to lead, motivate and train associates