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# Example of Manufacturing Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of manufacturing assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manufacturing assistant

* Maintain spare equipment/fixtures supply for facility
* Tracks and trends documentation issues as specified
* Generates manufacturing labels for filled product
* Maintains and qualifies aseptic bulk production operations in GMP production facilities containing over 27,000 square ft
* Schedules, and provides administrative support for, manufacturing team meetings & weekly staff meetings through maintaining the meeting room schedules, note taking, meeting notes, and documenting follow-up actions
* Coordinates weekly plant communication & employee activities/events to promote employee engagement
* Administers birthday, holiday, and sympathy card programs
* Maintains numerous distribution lists, assists with expense reports, Sarbanes Oxley reporting, and processes product donation recommendations
* Assists Plant Manager in summarizing weekly report for Sr
* Supports plant operations and training through data entry and data analysis

## Qualifications for manufacturing assistant

* Give Soft-skill trainings such as on-boarding, leadership training, mentor program
* Translate and localize global framework
* Be a contact window for 300+ employees and manage employee relation
* 5+ years experience in HR including Recruiting, Training, Talent Management, L&D
* Japanese labor law knowledge
* Native level Japanese and fluent English (TOEIC 900)