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# Example of Manufacturing Manager Job Description

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

## Responsibilities for manufacturing manager

* Create and maintain an environment of innovative continuous improvement, focusing on quality, cost reduction, process development and capacity
* Review and comply with all regulatory, operational and personnel policies and procedures (including but not limited to safety, environmental, quality, employee relations), recommending changes as appropriate
* Ensure regular communication of business performance results to all relevant employees
* Comply with and enforce all regulatory requirements and company policies/procedures including but not limited to Quality System Regulations (QSR’s), Environmental Health and Safety (EHS), and Standards of Behavior
* Meet Safety, Health, Environmental and Security rules and regulations
* Plan and establish departmental operating plan and related operating budgets subject to review and approval of the Director
* Review monthly TARGET/Continuous Improvement Task (CIT) Cost Performance packet with Vice President
* Assure the availability of all components required for end-item production, coordinating needed services of Transportation, Production Control, Warehousing, Tooling and Assurance to meet production schedules within prescribed product quality levels
* Establish and maintain departmental controls and records in accordance with established guidelines
* Confer with equipment, material, or service representatives of outside companies to exchange technical information on a new or improved materials, equipment, processes or controls.Prepare and/or delegate the investigation and analyses of short or long-range needs for equipment, materials, or services.Reports results, including feasibility, cost, economics attainable and related information to Director

## Qualifications for manufacturing manager

* Should have excellent communication (active listening) skills, oral and written to interact with employees, customers and vendors
* 5+ years' of production and personnel management experience in a custom or clean room manufacturing plant
* Highly proficient in the MS Office Suite, intermediate to expert in Excel
* Analytical and deliberate in decisions which affect the entire plant and customer satisfaction
* Experience with implementing Lean and 5S in a manufacturing plant
* CNC Operation or Programming experience is required