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# Example of Manufacturing Support Job Description

Our growing company is looking for a manufacturing support. 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 manufacturing support

* Perform personnel management functions
* BS/BA in Microbiology or closely related field with 5+ years of relevant cGMP manufacturing experience and some previous supervisory/leadership experience
* Respond to department line calls for technical support
* Support departments daily to improve safety, quality, cost, delivery, and morale
* Manage small and large project from planning to completion
* Create new model Specified Action Plans including production line modification, quality control, investment and unit cost, cycle time and project schedule
* Create and present project details to management
* Create or modify drawings of machine parts or machine layouts
* Create machine specifications, order machines, confirm that machines meet specification, supervise installation and training, ensure all documents and systems are ready for mass production, and support mass production start up
* Investigate new technologies in production equipment and methods

## Qualifications for manufacturing support

* Ability to respond quickly to issues
* Experience managing print servers
* Experience creating desktop images
* Knowledge of Windows environment and computer hardware and software
* BS Degree in CS/equivalent or the equivalent in experience and evidence of exceptional ability
* High School and or two years of college