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# Example of Production Team Lead Job Description

Our company is hiring for a production team lead. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for production team lead

* Provides recognition to employees
* Assists in investigating and evaluating quality defects as assigned and in determining appropriate actions to be taken
* Promotes direct action to ensure safety of employees and visitors within company
* Monitor time card entries for accuracies which includes break adherence, attendance and PTO approvals when needed
* Willingness to work overtime to support business ramps
* Serve as primary subject matter expert for the production operations of multiple analytic products, understanding the input data sources, models, systems, production processes, quality control procedures and production output
* Lead analytic production team to ensure timely delivery of products to internal systems and users
* Instruct, direct and assign work to other analytic production team members
* Ensure analytic production team members follow established production processes, procedures and communication protocols
* Ensure established quality control standards are maintained

## Qualifications for production team lead

* Associate’s degree by an accredited institution
* Must be able to comprehend and effectively communicate written and verbal instructions in English
* Proficient with SAP or similar ERP system transactions
* Minimum of 1 year forklift experience in manufacturing or packaging required
* Must be able to perform the essential functions of the job including physical lifting of up to 50 lbs
* Must be able to score satisfactory on pre-employment assessment