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# Example of Productivity Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of productivity manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for productivity manager

* Create a list of workflow and procedural improvements and coordinate their implementation
* Continuously mature, enhance, and streamline the processes and methods for measurement and monitoring of financial productivity program costs and benefits
* Identify, validate, and track savings opportunities against targets for all productivity initiatives streams through management of a comprehensive productivity program scorecard
* Produce and present monthly productivity program scorecard reports, supporting Executive briefing presentations and reporting
* Work with BU FP&A groups and Corporate FP&A to ensure the linkage and embedment of productivity savings into financial plans (Actuals, Forecasts, and Budgets)
* Demonstrate a deep understanding of CTC business processes, systems, and financial statements
* Analyze financial performance against key business metrics and document financial highlights that will enable management to determine progress against targets
* Investigate, analyze and document the current state of business processes
* Perform gap analysis to identify missing or inadequate processes or procedures
* Recommend improvements to existing processes and identify areas for elimination

## Qualifications for productivity manager

* Solid experience with the Microsoft ecosystem around Office 365 in a large organization is required
* Solid experience with digital technologies, content management, knowledge management, social collaboration, security technologies and related is required
* Good knowledge of IT processes is required.Architecture
* Experience of leading/being part of large scale supply chain transformations Experience across multiple elements of the value chain including commodities, manufacturing, FMCG and retail
* 10 years’ experience in R&D packaging or other relevant functions in FMCG, expert in areas
* Assist in establishing and documenting highly efficient processes and procedures