



# Example of ESC Operations Job Description

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Our company is growing rapidly and is looking for an ESC operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for ESC operations

- Create Bill of Material
- Act as single point of contact for all technical issues with project managers on projects
- Coordinate project meeting requests with other team members as appropriate
- Promote the value of safety through conduct and communications
- Coordinates daily production activities and resources to ensure operational metrics are achieved
- Comprehends the regulatory environment and MJN policies for the shift team, and ensures production systems, documentation and process are in compliance at all times
- Responsibilities include overseeing the accurate and timely completion of production records
- Provides technical expertise to resolve and/or troubleshoot production-related issues
- Builds technical competencies within the production shift team by sharing knowledge, coaching, and providing for ongoing training
- Ensures shift team implements and utilizes solutions and technologies in support of improved safety, quality, continuous improvement and optimization of manufacturing processes

## Qualifications for ESC operations

- Utilization of HR software systems to manage employee transactions
- Manages compliance with all HR policies, and administers employee relation matters in an effective and timely manner
- Work hours will include those hours worked by shift team
- Bachelor's degree in a business or technical field preferred
- Minimum of 2-3 years' experience in a manufacturing environment with leadership experience