



# Example of Lead-Production Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of lead-production. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for lead-production

- Coordinate work order and material flow within manufacturing area, assign and position resources based on work order demand and priorities
- All aspects related to the execution of the manufacturing schedule including coordinating material, communication with other departments, ensuring maintenance and housekeeping issues are addressed
- Monitor and report employee issues to Plant leadership
- Accurate completion of quality checklists and production paperwork
- Oversee production line and inspect for quality and adherence to policies
- Perform line clearance and quality checks
- Operating necessary production equipment
- Determine appropriate components to complete projects, and manage the replenishment
- Ensuring lines are clear of all components (properly bundled and packed) at end of each production run
- Maintain a neat and clean work area, report any unsafe conditions

## Qualifications for lead-production

- Take into consideration resources and constraints
- Gather information to accurately identify the root cause of problems in equipment or work processes
- Take corrective action in a timely manner
- Responsible for primary interface with data entry into SAP system

schedule

- Champion the On the Job (OJT) training program, area safety initiatives, and area lean manufacturing initiatives