



# Example of Lead-Production Job Description

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

Our company is growing rapidly and is looking to fill the role of lead-production. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for lead-production

- Making adjustments to production schedules as needed
- Providing guidance, instruction and direction to employees
- Assigning proper jobs to staff
- Ensuring smooth transition of work and information to alternative shifts
- Assisting in inventory control
- Updating required production reports
- Monitor the production process to facilitate delivery of green metrics, utilization of resources (Capacity) and analysis of productivity and efficiency through highly motivated and engaged employees working in a collaborative environment
- May provide mentoring and guidance to customers representatives
- Workflow management, load balancing and distribution
- Manage the daily production planning

## Qualifications for lead-production

- Demonstrated leadership skills in directing the efforts of petro-technical, field and tech support personnel
- Strong understanding of operations work in an E&P company
- Knowledge of regulatory and safety rules and regulations
- Ability to multi-task and analyze large amounts of data and operations
- Coach team members to Drive Continuous Improvement to reduce and eliminate waste downtime, damaged product

