



Example of Lead-Production Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of lead-production. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for lead-production

- Health and Safety Procedure Management
- Interprets specifications, blueprints, and job orders to workers, and assigns duties and establishes or adjusts work procedures to meet production schedules
- Completes projects and assignments per specified deadlines
- Implements and completes jobs in the system
- Perform cycle counts daily
- Monitor Inventory daily
- Allocate bin locations for products
- Distributes work for the gasket and materials departments employees
- Help put stock away when required
- Must have clear understanding and practice all safety rules and regulations

Qualifications for lead-production

- Must be able to work in a fast pace environment with high speed moving manufacturing equipment
- Intermediate knowledge in the field of HP Parts Store
- Previous experience in production, food or plastics, preferred
- Previous experience leading a team of 3-6 employees is a plus
- Must be reliable, loyal, responsible and able to work Monday-Friday and, sometimes, overtime

