



# Example of Lead-Production Job Description

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Our company is hiring for a lead-production. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for lead-production

- Coordinates raw material logistics with operators and Warehouse Associates
- Participates in training new employees and re-training associates in processes and methods as required
- May provide input for annual employee reviews and disciplinary actions
- Initiates necessary work orders in order to keep production lines maintained and operating
- Follows applicable Environmental, Health, and Safety rules and guidelines while performing any procedure
- As needed, covers for Shift/Production Supervisor when not present
- Performs data quality analysis on file submissions from HPE channel partners, rejections and warnings
- Produce analysis and reports using HPE business applications and MS office tools
- Escalate issues that cannot be resolved within scope of responsibilities in a timely manner
- Track and follow up issues with HPE IT, partner on calls/emails until resolution

## Qualifications for lead-production

- First Aid, CPR and AED training an asset
- Must agree to follow safety guidelines and wear applicable safety equipment
- Must have strong interpersonal skills to foster a positive team environment
- Candidate must be able to work independently and monitor and direct associates within the department

- Possess the ability to lead, motivate and train associates