



# Example of Manufacturing Team Leader Job Description

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Our innovative and growing company is looking for a manufacturing team leader. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manufacturing team leader

- Monitors repair and construction to ensure adherence to quality standards
- Provides positive and negative feedback to employees verbally and in writing
- Supervising all hourly colleagues on in their area/shift in the performance of their duties, coordinates manpower in support of achieving schedules while monitoring and driving employee and equipment productivity (improve uptime and efficiency) to achieve optimum results in the areas of quality, production, health and safety, costs of goods
- Supervision and execution of pharmaceutical processing activities in the API building, (milling and dispensing) and support locations, to meet clearly stated operating objectives
- Responsible for leading the operations excellence program in API and delivering on the Continuous Improvement Plan for the area
- Act as key point of technical contact for API Business Unit
- Liaise with Supply chain & program management group to ensure effective planning, scheduling and execution of commercial and NPI clinical manufacturing
- Ensure successfully review, amendment and implementation of changes to SOPs and managing CAPAs
- Liaise with the relevant departments & customers in the introduction and execution of NPIs Projects
- Work closely with the API leadership team to ensure interdepartmental activities are planned and executed safely

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- Able to communicate clearly, both written and verbally, to all levels of the organization
  - Keeping the record of the materials transferred to production finished products and residue components
  - Education is not lower than full school education
  - Experience at least 1 year
  - Must have training in supervision of employees
  - Must be able to effectively communicate to each member of the production team