



# Example of Production Lead Job Description

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Our growing company is looking to fill the role of production lead. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for production lead

- Assists production supervisor in overseeing the kettle, pickle, weigh out or other operational areas
- Directs personnel on work assignments within a group based upon management's recommendations
- May serve as a direct report for specific personnel
- Completes production plan by accomplishing work
- Assigns tasks to designated assemblers
- Accountable for all process compliance
- Accountable for enforcement of all company pertinent policies and procedures
- Accountable for all company sponsored processes and projects
- Responsible for monitoring the performance and attendance of subordinates providing input on their annual performance evaluations
- Will coordinate/interface with other leads to achieve department's goals and objectives

## Qualifications for production lead

- Minimum of a BS with 6+ years experience in a manufacturing, agricultural, engineering and/or technical environment
- SAP use and knowledge preferred
- MS Office (Word and Excel mastery preferred)

- Coordinate and motivate personnel to ensure finished product is in accordance to GMP requirements
- Commit to an action or develop an alternative course of action that is based on logical assumptions and factual information to meet production schedules and targets in accordance with changing priorities