



Example of Production Lead Job Description

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Our company is looking for a production lead. 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 production lead

- Responsible for the initial training of production floor personnel from Assembler to Line Leader in accordance with SOP guidelines
- Coaches Line Leaders on the efficient use of lean production practices in order to meet/surpass production goals
- Coordinates tear-down and set-up of lines as instructed by Production Supervisor
- Takes lead and implement pre-determined plans in case of emergency
- Notify management of any violations to policy or procedure
- In additional to normal job functions
- Assist Shift Supervisor to see that all manufacturing orders are followed through properly to completion
- Work with team members to ensure information reported into our performance system is accurate and consistent with procedures and policies as developed by the company
- Develop and maintain good inventory control practices
- Working directly with department manager on all aspects of planning and scheduling of department duties

Qualifications for production lead

- Function as Subject Matter Expert (SME) for area of responsibility
- Bilingual in both English and Spanish is a plus

- Must be highly organized and capability to troubleshoot
- Ability to work independently and as a team in a diverse work environment