



Example of Production Lead Job Description

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Our company is growing rapidly and is looking to fill the role of production lead. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for production lead

- Production Capacity report
- Generate all production related reports
- Analyze defects and implement corrective actions
- Reporting the non-conformance to the supervisor
- Regular communication of process updates
- Production enhancement projects
- Work with Supervisor in the assignment and supervision of personnel in order to achieve an efficient operation at all times
- Organize and schedule work assignments to achieve maximum efficiency and meet objectives
- Ensure the adherence of all specs, policies, procedures and standards
- Read and follow production plans and meet the daily sanitation needs by monitoring the productivity of associates and insuring tasks are completed in an efficient and timely manner

Qualifications for production lead

- Assist with planning and organizing production according to daily schedules
- Assist Supervisor with staffing requirements
- Ensure proper packaging for accuracy of size, label, ingredients, count and codes
- Inventory materials on work floor, and make sure workers are supplied with materials as needed

- Contact Maintenance/Supervisor when machines malfunction and assist with trouble shooting and adjustments