



# Example of Production Leader Job Description

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Our company is looking for a production leader. 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 leader

- Responsible for planning, proofreading, administrate and secure that all materials meet the brand guidelines and quality expected
- Responsible for timeplans, budgets of planned asset productions and have contact with internal and external stakeholders
- Work in close co-operation with our product categories, sales companies, digital and in-store teams
- Working with the Production Shift Manager to coach and manage the performance of the shift, to achieve the highest standards of safety, quality and productivity
- Act as a role model operating the Process Plant in a safe and efficient manner and ensure that other operators take the same approach
- Ensure all near misses, incidents and accidents are reported and investigated
- Act as a mentor and trainer for other Production Operators
- Take a leading role in the continuous improvement of the plant and working methods
- Deputise for some aspects of the Production Shift manager in times of absence or holiday
- Work with Design Team to provide clarity in scheduling, timing, deadlines procure information in support of all design work

## Qualifications for production leader

unique and diverse

- Bachelors Degree in a technical field (Engineering strongly preferred)
- Three to five years of experience in Manufacturing/Process Engineering within a production environment, or Production/Operations Management
- Track record of accomplishments in the areas of Continuous Improvement (Lean/Six Sigma), product launches, capital equipment purchases and corrective actions
- Ideal candidate will have some automotive production experience
- Must have CNC background (either hands on or in a supervisory capacity)