



Example of Production Leader Job Description

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Our company is growing rapidly and is hiring for a production leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for production leader

- Train hourly employees on safety, position (job), quality, throughput, and productivity requirements (JSA/SOP expectations) – 20%
- Coordinate production changes and schedule compliance for responsible shift – 10%
- Shift paperwork – 5%
- Communicate with process mgr
- Participate/Lead Safety, Quality or Improvement teams – 5% (TBD)
- Timekeeping/Attendance records – 5%
- Convey accurate information to all departments through various forms of communication
- Solve problems that arise in assigned work area and be able to assist resolving issues from supporting departments
- Motivate self and others to accomplish assigned tasks including working independently and as part of a team
- Fill in for the Team Leader during his/her absence or as needed

Qualifications for production leader

- High level analytical ability to assess and identify appropriate alternative courses of action for definition and resolution of problems that are unique and diverse
- Previous experience within a manufacturing role, ideally within the chemical sector or process environment

- Excellent levels of numeracy, literacy and attention to detail
- Computer literate with the ability to use major IT tools (MS Office and SAP)