



Example of Production Leader Job Description

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Our company is growing rapidly and is hiring for a production leader. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for production leader

- Be flexible within assigned area to support the department
- Work flexible overtime to support department
- Other duties and responsibilities as assigned including all non-essential or non-major activities
- Meet the targets defined for Production, Quality, Delivery ,Safety
- Assign tasks and manage workload in order to meet or exceed daily production output targets inclusive of developing technician shift schedules
- Attend daily production meetings and accurately report on production cell work status
- Effectively communicate production challenges and seek solutions
- Ensuring performance metrics (KPI's) are monitored, managed, achieved and reviewed with the team daily
- Responsible for daily reporting of KPI's during management walk-through
- Maintain a clean, safe workplace by adhering to health, safety, environmental and quality standards at all times

Qualifications for production leader

- Holds a Counterbalance fork lift truck licence or the capacity to learn
- Acts and interacts on an Academic level
- Minimum of 5 years project management or related experience strongly preferred
- Print industry experience strongly preferred
- Requires the analytical ability to handle administrative duties and mental

