



Example of Production Services Job Description

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Our growing company is searching for experienced candidates for the position of production services. 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 services

- Evolving production workflows and setting department standards for quality
- Investigating production issues and creating best practices for successful story telling
- Developing opportunities to expand the footprint of the Production Services Staff
- Promote a favorable and productive environment for employees
- Drive initiatives for improvement in product quality, reduce cycle times, and improve inventory turns
- Ensure all production support functions at facility are staffed and well trained to perform their duties effectively
- Provide the operational leadership needed to driver profitable service growth
- Lead the effort to develop and implement plans to meet customer's requirements for product quality, cost, service and delivery
- Provide operational leadership needed to drive profitable growth
- Help maintain driver's DOT DQ files, ensure DOT compliance and manage HOS requirements

Qualifications for production services

- 4 year college degree in engineering or design strongly preferred
- Deep knowledge of manufacturing process preferred
- Fluent in Cantonese and/or Mandarin a plus

- Familiar with social media (Weibo, WeChat, Twitter, Facebook, Google+,), specifically how various social media platforms inform the news flow
- Exhibits a strong sense of urgency for high severity incidents and the ability to assess the customer impact and proactively monitor the production environment and identify the potential incidents