Example of Production Staff Job Description

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Our innovative and growing company is looking to fill the role of production staff. 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 staff

- Oversees benefit tracking and submission to vendor to ensure coding/configuration meet business requirements
- Develops, implements, and monitors processes, policies and procedures to optimize work processes, maximize efficiencies and ensure compliance with corporate, state and regulatory requirements
- Develop improvements plans, and maintain existing automation and SCADA systems, for the purpose of dramatically improving material flow through the factory using Lean Principles
- Define characterization plan for product performance and functionality window changes over time and implement proper screen guard bands in production test
- Traveling to desert test facilities, vendor facilities and customer sites to perform duties as needed
- Develops action plans and research planning on the basis of a year
- Contributes to business programs of a considerable part of a function or a business unit and to midterm plans
- Monitoring supplier quality, delivery/schedule, and financial performance to identify potential risks, issues and opportunities
- Developing and executing supply base plans, and integrating with customer, program and commodity strategies
- Identifying and participating in business and cost savings initiatives

- Thorough knowledge of materials such as fabrics, wood, metals, and plastics
- Production and printing techniques expertise
- Strong aesthetic sense and great attention to detail
- Good organisational skills and ability to handle multi-task
- Willingness to travel short and long distance and to oversee night installations
- At least 5 years-experience in sampling and production for Fashion, Design or Luxury companies