



## **JOB POSTING**

Date: November 28, 2019

Job Title: Production Manager

Location: Fergus Ontario

### Role and Responsibilities:

- Assist in development of policies and procedures to increase productivity
- Support and assist with implementation of overall cost reduction plans
- Assist HR with on-going staffing/training plan to ensure an adequately trained workforce that meets legislative and OHS requirements
- Assist with long term strategic plans and tactical implementation of production systems
- Risk Identification and analysis for production
- Motivate staff to meet operational goals and objectives focusing on continuous improvement in cost, quality and delivery
- Review of schedules and work orders for accuracy before they hit shop floor
- Review bill of materials with engineering department to ensure accuracy
- Support for all environmental issues that may arise on the production floor
- Responsible for overseeing Maintenance & PM
- Responsible for communicating and reinforcing the adherence to safety programs, working in accordance to the law to promote a safe work environment for all shop floor employees
- Responsible for production staff attendance and disciplinary actions
- Support and recommend changes to improve quality, simplify work and reduce costs
- Work with existing management to identify and lead continuous improvement activities associated with set-up, programming, operation consolidation/reduction, and improved standard of work instructions
- Ensure appropriate documentation of records to ensure compliance with applicable requirements, regulations and codes
- Manufacturing workflow and system planning
- Monthly, quarterly and annual data analysis and reporting as required
- Any other duties that may be required

### Experience:

- 5 years' experience in a production management role
- Initiative, responsibility, innovation, and strong leadership capabilities
- Effective organization, communication and multi-tasking skills
- Ability to prioritize and change as per company needs

### Education:

- Completed post-secondary program in the manufacturing or related field