

## **Mid-Shift Production Manager**

### **Position Summary:**

The Mid-Shift Production Manager will support and guide daily production schedules in a high paced production facility. This position will report directly to the Operations Manager. This position requires an independent, energetic, and dynamic individual who can understand demanding ship dates and react quickly to surges in demand to meet our customer's expectations.

The hours for the Mid-Shift Production Manager are 11:00 am - 7:00 pm but are flexible. This position also requires an occasional Saturday shift.

### **Key Responsibilities:**

*The key responsibilities or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position.*

- Organizing and directing workflow for satisfying production requirement in a cost-efficient manner. Management of daily departmental metrics, accomplishments, and identify and resolve potential problems.
- Planning, directing, and coordinating the manufacturing of products in compliance with company goals and objectives.
- Develops and maintains root-cause corrective action procedures including trend analysis around production processes to drive process improvements in the plant.
- Manage Production Supervisors in running the day to day operations of a high -volume production operation. This will include cross shift communications and will support both first shift and second shift production requirements.
- Responsible for outbound logistics and will develop and drive improvements within the shipping department.
- Provides and maintains key analytics for production related KPI's.
- This position will provide support to Production Supervisors in discussions regarding employee improvement plans, disciplinary issues, vacation planning and other employee relation tasks.
- Develop a training matrix for production personnel to ensure cross functionality within the production environment.
- Lead continuous improvement activities.
- Track and monitor production related customer complaints and develop and drive process improvements to reduce re- occurrence of these complaints.
- The candidate should be familiar with ERP systems and work with our Netsuite system to be able to manage key reports and searches required to keep production on track to meet our customer's expectations.
- The candidate should be able to work independently and understand how adjustments need to be made on the production floor continually during the day.
- Will be responsible for working with the sales and marketing team at Hub pen to ensure the samples department is operating smoothly and efficiently. Will be the go-to person for special projects for various marketing initiatives.

### **Recommended Minimum Qualifications:**

**Education and Experience:** *or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the key responsibilities of the job.*

- A Bachelor's degree or equivalent experience with a minimum of five (5) years' experience in operations/production management.
- Proficient experience with Microsoft Office Suite.
- Netsuite experience is a plus.

### Knowledge, Skills, and Abilities:

- Must have operations experience in production management.
- Exceptionally technically competent with a proven capacity to become a subject matter expert (SME) within the given role.
- Outstanding analytical skills: ability to extract, analyze, graph and interpret data appropriately and present in a formal business style.
- Strong interpersonal and communication skills; ability to present information and interact effectively across all levels of the organization. Cultivate relationships with key stakeholders across functions to achieve business objectives and drive strategic change.
- Must have proven leadership ability, excellent written and verbal communication skills.
- Knowledge of silk screen and laser process and equipment is a plus.
- Knowledge of digital printing and digital printing equipment is a plus.

### Physical and Mental Requirements

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

#### **Physical Skills:**

- The demands are in the nature to stand, sit, and move within the office.
- Also, utilization of office equipment, and the capacity to lift up to 15 pounds.

#### **Motor Skills:**

- Duties may involve hand-eye coordination and physical dexterity.

#### **Visual Skills:**

- Ability to read, see, and differentiate between color.

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