

***Job brief***

We are looking for an experienced Production Manager (at least 5 years' experience) to organize and oversee our factory. You will be ultimately responsible for the smooth running of our factory and the quality of output. We expect you to have deep know-how in production procedures. Ability to direct personnel towards maximum performance will set you apart as a leader. Decision-making and problem-solving will take up a great part of your day. If you are up to it, we'd like to talk to you. The goal is to ensure an efficient and productive manufacturing process that meets customer requirements.

***Responsibilities-Production Manager***

- Liaise with the management team to formulate objectives and understand requirements.
- Manage and maintain a production schedule that is setup one day in advance for every production day to follow. To better analyse performance and improve measurability of production.
- Determine the resources required (workforce, raw materials etc.) & implement additional shifts as per production capacity requirements.
- Schedule, Set Up and distribute all approved client orders via online portal.
- Manage & monitor the process flow of all orders in production from start to finish.
- Liaise with clients regarding order requirements and lead times.
- Prepare budgets as per factory requirements
- Manage the stock levels & issuance of all cutting tools to operators.
- Manage, delegate & implement protocols to ensure that quality standards are met at each workstation within the production cycle.
- Monitor & supervise the performance of production personnel.
- Resolve production challenges timeously by applying problem solving methodologies with jobs/machines.

***Reporting***

- The Production Manager will report to the Managing Director on a weekly basis re:
  - Provide a weekly progress report, based on current and upcoming orders.
  - Report on any Staff/Production/Technical & Mechanical challenges that arise on a weekly basis.
  - Provide suggestions & feedback on continues improvement methodologies implemented on a regular basis.

***House Keeping***

- Manage & Delegate the maintenance checks for all CNC and other machines, Equipment and Tools in the factory.
- Manage & delegate protocols to maintain a clean factory including all work areas and work- stations in the factory.

***OHS***

- Enforce Health & Safety Precautions by serving as the Safety Representative to ensure that all legislative OHS requirements are adhered to in the factory.

***Continuous Improvement***

- Implement and manage Quality circle meetings - discuss bottlenecks and concerns in factory.

- Manage and monitor the implementation of improvement projects implemented.
- Identity and co-ordinate the training of new and existing staff.

### *Requirements and skills*

- CAD design (Rhinceros /Solid works or similar)
- Proven experience as a production manager
- Deep knowledge of production management
- Understanding of TQM and health & safety regulations
- Experience in reporting on key production metrics
- Proficient in MS Office
- Outstanding communication ability
- Excellent organizational and leaderships skills
- Attention to detail
- Strong decision-making skills and a results-driven approach
- Problem Solver and Solution Orientated
- Manager to create a positive working environment & manage with integrity.
- ❖ **Knowledge of CNC Machines & designing for CNC Machining will be an advantage.**