

## Production Manager

---

### **JOB DESCRIPTION**

#### **Reports To**

Director of Operations

#### **Job Overview**

The Production Manager oversees the production the ISO 13485:2016 MDSAP compliant operations and supervision of production associates. S/he is responsible for compliance with all safety, quality, and housekeeping standards, and for coaching, mentoring, training, and motivating associates to achieve performance excellence.

- Directly responsible for overall operation of the manufacturing department and to ensure production, quality and safety goals are met
- Review costs and modify programs to meet budget guidelines. Meet required production goals
- Ensure safety of all employees by making sure that all employees are properly trained, safety equipment is properly used and safety procedures (SOPs) are followed

#### **Responsibilities and Duties**

- Supervise production at every step to ensure safety, quality, and productivity. Identify issues and resolve problems to ensure minimum cost and efficiency. Offer improvements to methods, procedure, policies, and quality. Implements cost saving strategies and techniques.
- Ensure adherence to procedures and SOPs (Safety rules, cGMPs, Production methods, controls.
- Liaise with material suppliers while benchmarking quality and pricing objectives.
- Create and implement production metrics to deliver units in a safe, cost conscious and high-quality manner
- Maintain a Master File of Bill of Materials and Current/Alternate Suppliers with Pricing Details
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods
- Provide monthly Quality Signal results and submit reports on performance and progress to quality goals.
- Compile and analyze production performance records and data. Create and organize proper documentation and document controls.
- Participate in non-conformity resolution and investigation and implement corrective action plan.

#### Production Manager

- Reduce costs by purchasing the highest quality merchandise at the lowest possible price
- Confer with staff, users, and vendors to discuss defective or unacceptable goods and determine corrective action

#### Qualifications

- Bachelor's Degree and five or more years' experience serving in a production supervisory capacity required (ISO 13485 background preferred)
- Good working knowledge and skill in operating computers and of Microsoft Office Suite (Word, Excel, Outlook) required
- Extensive knowledge and skill in plant protocols and procedures and ability to train others in the same required
- Must have well developed communication and basic math skills, organizational, analytical, and decision-making skills, efficient multi-tasking abilities
- Knowledge of NetSuite a plus

Please submit resume to [careers@kubtec.com](mailto:careers@kubtec.com).