



Title: Production Manager	FLSA Status: Exempt	Shift: First and Second
Reports to: Director of Operations	Department: Operations	Employment Status: Full-Time
Supervisory Responsibilities: Yes	Location: Prepac Whitsett	Date Created/Last Evaluated: December 29, 2020
<p>Summary: The Production Manager will oversee the Prepac production operation in a way that meets quality standards, output, efficiency targets and implements systems for waste reduction, non-conformance, and aide in developing staff training programs to strengthen employee productivity and skill development. Additionally, the Production Manager will be a key player Prepac’s safety program, fostering a culture of safety, efficiency, and quality output.</p>		
<p>Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>		
<p>Key Duties/Responsibilities:</p> <p><i>Production Scheduling and Planning</i></p> <ul style="list-style-type: none"> • Reviews daily production schedule and identifies actions to resolve anticipated scheduling or production issues. • Determines necessary manpower, skill levels and action plans to achieve production volume and requirements. • Communicates and supports the daily production schedule in collaboration with the Department Supervisors and reviews progress of output produced v. scheduled. <p><i>People Management</i></p> <ul style="list-style-type: none"> • Works with the Director of Operations to determine optimal staffing requirements. • Evaluates employee training programs, identifies constraints and weaknesses in plant staff and procedures and takes the lead in training and coaching initiatives to effect improvements. • Manages employee vacation scheduling, assesses the impact of absenteeism, reviews with department supervisors and implements resource strategies. • Completes performance planning and feedback for supervisors and with the department supervisors for their direct reports. • Promote the company culture and strategic goals with all staff. • Develops a long-term retention strategy for the facility and champions a winning environment. <p><i>Production Management</i></p> <ul style="list-style-type: none"> • The floor General who hits the shop floor routinely to monitor quality, performance, cleanliness, and safety checks. • Examines production flow and ensures actions are taken to alleviate “bottle-necks” and non-value-added activities to relieve capacity problems. • Monitors the efficiency of work centers and determines improvement programs or actions to increase efficiency. • Collaborates with Purchasing Manager to advise of possible material shortages and non-conformance. Implements strategies to accommodate revised production schedules. • Attends daily production meetings and presents progress reports. • Routinely reviews production output with team members and set plans and objectives for efficient and timely changes. 		



- Ensures housekeeping disciplines, both inside and outside the buildings are maintained and improvements are made where necessary.
- Upholds all aspects of the company safety program and helps to achieve a zero-loss time safety environment.
- Ensures that company rules and procedures regarding behavior, quality, shipping and receiving and health and safety are adhered to and if necessary, uses appropriate disciplinary procedures to resolve.

Knowledge, Skills and Abilities

- Bachelor's degree preferred, but not required. Furniture manufacturing experience is essential.
- 3-5 years or more of management experience is required.
- Good verbal and written communication skills and ability to work on a team as well as independently.
- Positive "can do" attitude with the ability to lead and positively influence a team.
- Sound computer knowledge and the willingness to learn new computer applications.
- Willingness to work evenings, night shifts, weekends, and holidays as needed.
- Must demonstrate cooperation, teamwork, and interpersonal skills in working with other departments
- Proficient math skills.
- Must be comfortable at giving and receiving open feedback.
- Ability to transport or move up to 30 pounds regularly, 50 pounds occasionally, and infrequently 75+ pounds with assistance.
- Ability to operate material handling equipment.
- Bending at the waist, sitting, kneeling, climbing, walking, etc., as a job may require.

Supervisory Responsibilities:

Department Supervisors and indirectly maintenance technician's

Physical Requirements

Ability to exert up to 100 lbs. of force occasionally and lift up to 50 lbs. occasionally/frequently. Strength and manual dexterity needed to move objects. Climbing, stooping, kneeling, reaching/pushing/pulling machinery. Associate stands/walks 8 hrs./day. Hearing protection and safety shoes required. Manufacturing environment.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

Prepac Manufacturing is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Applicants who have disabilities may request that accommodations be made to complete the selection process by contacting our Human Resources Manager, Courtney Washington at 336-257-9077.

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