



JOB DESCRIPTION

JOB TITLE: Production Manager – Battleboro, North Carolina

FLSA STATUS: Exempt

SUMMARY: The Production Manager creates effective policies and procedures to ensure that the manufacturing department operates at peak efficiency. This position will consistently improve output while working with our employees to motivate them to become involved in this process.

DUTIES AND RESPONSIBILITIES:

- Manage and evaluate machine resources to ensure productivity and minimal down time.
- Oversee a workforce of 50+ employees in the manufacturing department
- Strives to reduce expenses and increase productivity across all product lines
- Ensure all employees follow industry standard health and safety guidelines
- Set production goals and communicate these to key personnel
- Provide motivate, support and guidance to all employees
- Communicate any problems or obstacles to senior management
- Establish workflow policies that enhance speed and efficiency without compromising product safety and integrity
- Create schedules for employees to ensure optimum staffing levels
- Assist team leaders with evaluations and corrective actions
- Coach and counsel employees
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Team Leaders; Team Members
- As a Manager it is your responsibility to maintain a positive and productive work environment free of malicious gossip or the spreading of rumors. Efforts must be made to ensure employees are not engaging in behavior designed to create discord and lack of harmony, deliberate interference with the work of others, willful restrictions of work output or encouragement of others to do the same, as these actions will not be tolerated.

QUALIFICATIONS:

- **Required**
 - 5+ years' experience in manufacturing operations
 - 2+ years' experience in a supervisory capacity
 - Excellent project management skills
 - Proven track record of successfully training employees in productivity and safety
 - Working knowledge of OSHA and EPA regulations
 - Ability to coach and mentor employees on a one-on-one basis as well as a group



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- **Preferred**
 - Bachelor's degree preferred
 - 3+ years management experience
 - LEAN manufacturing
 - Six sigma certifications

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Working Conditions:

- Inside a manufacturing facility

Physical Effort:

- Frequently moves parts weighing up to 50 pounds across the facility.
- Frequently walk in the warehouse
- Frequently communicates with other employees and managers.



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- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Must be able to remain in a stationary position 50% or more

The Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The above job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.