

Job Description

PRODUCTION MANAGER:

Job Description: Ensure efficient and productive manufacturing processes for growing custom lighting manufacturer / metal fabricator. Take responsibility in leading and managing a team of 2-3 production personnel. Increase production efficiencies and quality of output. Possess exceptional communication skills and exhibit ability to steadily liaise with HLS' design and engineering departments as well as with HLS' partner metal fabrication company. Supervise both in-house and remote site production and installation teams.

Reports to: Owner

Critical Tasks & Responsibilities:

- Supervise, manage, and evaluate performance of small but growing team of production personnel
- Increase production efficiencies
- Determine necessary resources (workforce, raw materials etc.) per project
- Estimate cost of labor hours and assist in writing up estimates
- Organize workflow, timelines, and tasks to meet specifications and deadlines
- Create work orders and communicate precise instructions to the team
- Ensure scheduling of production
- Monitor production and resolve issues
- Ensure highest quality production work
- Customize production line work as needed
- Act as key liaison to expedite production processes
- Communicate production status, issues, and resolution on a daily basis
- Initiate, update, and recreate existing manufacturing processes and forms
- Maintain production systems
- Work as a collaborative team member
- Demonstrate ability to perform assemblies with the team while training for the job
- Assemble light fixtures in times of heavy production and quick deadlines
- Utilize engineering skills in production work
- Assist in the input of purchase orders for required bill of materials
- Implement inventory systems
- Oversee receiving, warehousing, and distribution of materials and finished products
- Input bills of lading and obtain freight estimates
- Supervise packaging of shipments
- Enforce health and safety precautions

Required Competencies and Qualifications:

- Proven experience as production supervisor / team lead in a manufacturing setting
- Exceptional communication ability
- Tech degree or equivalent experience (e.g., tech sales rep)
- Thorough knowledge of production management
- Strong decision-making skills with a results-driven approach
- Excellent organizational and leadership skills
- Highly developed creativity – an idea person

- Ability to question existing systems and provide solutions for improvement
- Knowledge of budgeting concepts and performance evaluation
- Attention to detail
- Proficient in MS Office
- Understanding of quality standards and health & safety regulations

Desired Competencies and Qualifications:

- Thorough knowledge of fields of engineering, design, and metal fabrication
- College degree in field related to job requirements
- **Proven ability to customize production line work**
- Experience in lighting manufacturing
- Knowledge of CAD drawings and editing
- Basic understanding of UL standards and lighting controls systems
- Ability to perform dark room calculations
- Familiarity with maintaining and operating sheet metal fabricating machines
- Exposure to CNC machine operations
- Experience in preparing parts and sections for assembly
- Ability to perform high quality powder coating

Job Type: Full-time

Salary: \$50,000 - \$70,000