

JOB DESCRIPTION

Production Manager

MAIN RESPONSIBILITIES :

Supports the Operations Director in their functions, including :

- ✓ Ensuring production
- ✓ Managing logistics
- ✓ Leading a team

SKILLS :

- ✓ **Ensuring Production**
 - Overseeing the smooth running of production (according to the schedule)
 - Responding to unforeseen orders and technical issues
 - Coordinating production requirements and maintenance needs
 - Ensuring communication with other departments
 - Conducting inventories
- ✓ **Managing Logistics**
 - Supervising the processing of files
 - Monitoring customer complaint handling
- ✓ **Leading a Team**
 - Supervising and overseeing the activities of the department (workshop and logistics)
 - Identifying failures and malfunctions, reporting them to the Operations Director, and proposing improvements

INITIAL TRAINING (at the start of the position) :

- ✓ Knowledge of software: Outlook, Word, Excel

PROFESSIONAL EXPERIENCE (at the start of the position) :

- ✓ Experienced (minimum 3 years in a similar role)

ADDITIONAL TRAINING (at the start of the position) :

- ✓ Awareness of quality standards
- ✓ Training on AS400 software
- ✓ Position-specific training
- ✓ External safety training

JOB LOCATION :

Bangalore, SEZ zone, India.

INTERNAL RESPONSIBILITIES :

HIERARCHY :
Upstream: Operations Director
Downstream: Operations agents, administrative staff