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Job Description (1-2 Paragraphs)

Hi, we're **[company name]**, and we're searching for a driven, results-oriented production manager to join our team. As a **[full-time, part-time, limited-contract]** hire, you'll oversee day-to-day production operations, streamline workflows, manage cross-departmental collaboration, monitor output goals, and ensure compliance with industry and safety standards.

We're not just looking for someone to maintain schedules and meet quotas. We want a transformational leader who can elevate our production process — improving efficiency, building stronger teams, and setting new standards for quality that resonate throughout our company, our industry, and the communities we serve.

Location and Work Arrangement

This position is based at **[Company Name]**'s **[City, State]** production facility. As a hands-on leadership role, it is primarily on-site to oversee daily plant operations, with limited opportunities for hybrid flexibility as business needs allow.

(Varies depending on what applies to the role)

Key Responsibilities (Bulleted Lists)

As [your company's name]'s production manager, you'll lead the team in 4 key areas:

I. Production Planning & Process Management

- Oversee daily production schedules to meet targets for output and quality
- Manage inventory levels and properly allocate materials utilizing plant ERP and MRP information technology systems
- Optimize production planning between cost efficiency and deadlines
- Apply lean manufacturing principles to streamline workflows, reduce waste, and ensure timely project delivery

II. Quality Control & Continuous Improvement

- Ensure products meet the established standards of quality, safety, and regulatory compliance
- Identify inefficient processes, implement process improvements, and manage efficiency across the plant

III. Team & Plant Leadership

- Train, supervise, and encourage staff to reach milestones and objectives
- Build a culture of safety and accountability to quality and safety standards throughout the facility
- Coordinate with cross-functional teams to keep process goals aligned
- Manage operations on a plant level

IV. Stakeholder Education & Engagement

- Prepare regular production reports for executives to support key decision-makers
- Collaborate with operations and supply chain team members to accurately forecast and align available resources
- Maintain clear channels of communication between team members, management, and external stakeholders
- Serve as the contact person for production-related updates, obstacles and improvements

Qualifications (Bulleted Lists)

The ideal candidate will have the required skills and experience for consideration for this position. Preferred skills are a bonus, but not required.

Required Experience

- Minimum [# of] years of experience in production management, CSR, or equivalent role
- Minimum [education level]
- Previous experience working in a plant role
- Expert knowledge of production management safety practices & protocols

Preferred Experience

- Previous experience in a management role
- Strong understanding of safety laws and regulations
- Certified [PMP, Six Sigma, CPIM, etc.] professional or possess certifications in related specialties
- Proficiency in Google Sheets, Microsoft Excel, or a related software

Required Skills

- Leadership — you are a natural leader who has a passion for motivating team members to reach our goals
- Communication — you're a skilled communicator who doesn't shy away from hard conversations
- Operational Knowledge — you have a strong pulse on production processes, industry standards, and efficiency best practices
- Quality & Safety Mindset — you have a strong moral compass and are committed to maintaining high-quality standards while ensuring a safe, OSHA-compliant workplace for our team and our customers
- Reporting & Analysis — have a passion for setting and tracking goals through defined KPIs

Preferred Skills

- Collaboration — you are a team player who can work closely with a range of team members to achieve results
- Innovation — you're always looking for ways to improve outdated practices or policies with something more efficient
- Problem-Solving & Adaptability — you are programmed to approach problems head-on and aren't afraid to pivot when plans or product details shift

Benefits & Compensation (Bulleted List)

Technically not required, but a LinkedIn study found that 91% of respondents in the United States, across industries and job seniorities, reported that a salary range on a job post impacts their decision to apply.

Company Overview (1-2 Paragraphs)

Give potential candidates a glimpse into who your company is — **your business, culture, mission, values** — whatever you think is most appealing and appropriate for potential employees to see.