



Sample Job Profile

Job Title: Production Manager (Middle Manager)

Department: Production **Reports to:** Operations Manager / Plant Manager

Job Type: Full-time

Job Summary:

This role involves managing daily production operations, ensuring that products are manufactured efficiently, on time, and in line with quality and safety standards. The ideal candidate will have a strong background in food manufacturing and leadership, with a focus on optimizing production processes, managing teams, and driving continuous improvement.

Key Responsibilities:

Production Management: Oversee the entire production process, ensuring products are manufactured according to the production schedule, quality standards, and budgetary constraints.

Team Leadership: Manage and lead production staff, including supervisors, machine operators, and line workers, providing training, motivation, and guidance to ensure high performance.

Process Optimization: Identify and implement improvements in production processes to enhance efficiency, reduce waste, and improve product quality. Utilize Lean Manufacturing and Six Sigma principles where applicable.

Resource Management: Ensure optimal use of resources, including manpower, materials, and equipment, to meet production goals while controlling costs.

Health and Safety Compliance: Ensure the production floor adheres to health and safety regulations, food safety standards (HACCP, GMP), and company policies. Regularly conduct safety audits and risk assessments.

Quality Assurance: Collaborate with the Quality Assurance team to maintain product quality and safety, ensuring compliance with industry standards and regulatory requirements.

Production Scheduling: Develop and maintain production schedules in coordination with supply chain and sales departments to ensure timely delivery of products.

Budget Management: Monitor and manage production budgets, including labor, materials, and overhead costs, ensuring cost efficiency and profitability.

Performance Monitoring: Track and analyze production metrics such as efficiency, yield, downtime, and waste. Report on production performance and implement corrective actions when necessary.

Cross-Department Collaboration: Work closely with other departments, such as Maintenance, Quality, Supply Chain, and R&D, to ensure smooth production operations.

Reporting: Prepare regular reports on production activities, efficiency, quality issues, and cost performance for senior management.



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Key Skills and Competencies:

Leadership: Strong leadership skills with the ability to manage and motivate a diverse team in a high-pressure, fast-paced environment.

Problem-Solving: Excellent analytical and problem-solving skills, with the ability to troubleshoot and resolve production issues quickly.

Project Management: Ability to manage multiple tasks and projects simultaneously, ensuring deadlines are met while maintaining quality standards.

Communication: Strong written and verbal communication skills, with the ability to collaborate effectively with cross-functional teams and report to senior management.

Attention to Detail: High level of attention to detail, especially in ensuring compliance with quality and safety regulations.

Time Management: Excellent organizational skills, with the ability to prioritize tasks and manage time efficiently.

Qualifications:

Educational Background: Bachelor's degree in Food Science, Manufacturing, Engineering, Operations Management, or a related field is preferred. Equivalent experience may be considered.

Experience: 3-5 years of experience in a production management or supervisory role within food manufacturing or a similar industry.

Technical Knowledge: In-depth knowledge of food production processes, quality standards (HACCP, GMP), and regulatory compliance. Familiarity with continuous improvement methodologies (Lean, Six Sigma) is a plus.

IT Skills: Proficiency in Microsoft Office (Excel, Word, PowerPoint). Experience with ERP or production management software is preferred.

Flexibility: Ability to work flexible hours, including shifts and weekends, to meet production demands.

Benefits:

Competitive salary based on experience

Performance-based bonuses - Pension scheme

Health and wellness programs - Opportunities for professional development and career growth

Employee discounts on company products