

# First State Manufacturing Inc.

## Position Description

**Job title:** Assistant Production Manager

**General Description:** Works under the supervision of Production Manager. The incumbent is responsible for monitoring the Cutting Department and the Commercial and Government Production Lines and oversees quality control in each line to ensure products being produced meet FSM and customer standards. Ensures production goals are met and provides administrative support to the production team. Additionally, assumes the lead role in coordinating products from infancy to full production.

**Primary Activities:**

Production:

- Coordinates daily with Inventory Control to ensure each production line has all required materials. Communicates deficiencies with Materials Management and when appropriate Quality Assurance
- Works with Production Supervisors to assign personnel appropriately so all jobs are completed properly
- Works with Production Supervisors in applying LEAN Manufacturing to production lines to improve production efficiency
- Prepares and publishes the Daily Production Report

Quality Assurance:

- Assists the Assistant Quality Assurance Manager in the event a non-conformance is found and recommends process improvement
- Communicates quality issues with and to the QA Department and Production Supervisors. Works to resolve all quality-related deficiencies in the most expeditious manner possible.
- Performs in-process inspections to ensure internal FSM quality policy is being followed by associates.

**Secondary Activities:**

- Assists in coordination of training and development for production personnel
- Monitors overall shop housekeeping
- Coordinates and/or completes other duties as assigned by the Production Manager or Director of Manufacturing

Product Development:

- Provides technical and personnel support to the Product Engineering Services Department in the manufacturing of products for internal quoting, customer approval, and/or first articles.
- When necessary, provides review support and verification of all supporting documentation including verification of all materials and labor to the PES Manager.
- Works with the Product Engineering Services Department and Manager to identify equipment and tooling requirements as well as the training necessary to move products into full production
- Works with the Product Engineering Services in applying LEAN Manufacturing principles to new products

**Work experience Required:** Minimum 5 years manufacturing management and/or supervisory experience. Minimum 3 years project management experience. Knowledge of LEAN Manufacturing or equivalent is preferred. Must have strong organizational, analytical, computer and communication skills. Must be able to work well under pressure and during tight deadlines.

**Education or Training Required:** Associates Degree or Bachelors Degree is preferred, however, must as a minimum possess a High School diploma or equivalent. Work experience in lieu of a degree may be considered.