



## Production Manager

### Job Scope

Oversees all aspects of the production process within specific department(s). Coordinates with Management to ensure that jobs remain on schedule, are produced in the most efficient manner and meet quality standards.

### Responsibilities

- Assist VP of Manufacturing in working with assigned department leads in the following areas

Proper Training  
Efficient Workflow  
Personnel issues  
Order questions  
Quality issues and concerns  
Inventory Tracking

Work with VP of Manufacturing to schedule the job tracking report to include accurate throughput dates for each job in the respective departments.  
Evaluate production reports times versus the hours in the bill of materials and calculate job labor efficiencies.

### Requirements

- Experienced in Microsoft Office, Word, Excel and QuickBooks  
Strong organizational and communication skills (written and verbal)  
Must be able to adapt to changing needs and make quick, accurate decisions  
Ability to read project drawings / blueprints.  
Experience writing / creating SOP's  
Minimum 3 years' management experience.  
High School graduate or equivalent  
Experience in the sign industry a plus  
Physical and mental demands  
Time will be split between the shop floor and the office, with majority of time being spent on the shop floor

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.