

# Job Description- Production Group Leader

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As a leader within the production group, oversee the day to day success and continuous improvement of the assigned production area through the development of the Production Team members. The Production Group Leader will supervise Team Leaders and Production Operators to manufacture product to schedule, in compliance with all specifications and procedures.

## **Duties and Responsibilities**

- Lead the assigned production areas in daily operations ensuring that customer orders are scheduled on time and the planned cell / line outputs are delivered per schedule, meeting quality and efficiency standards.
- Work closely with the Quality Department to ensure that the relevant quality standards are met, and any quality issues are dealt with in a timely manner.
- Enforce and maintain a high level of compliance to GMP, quality and safety procedures.
- Supervise, support and mentor a team of up to 3 Team Leaders and approx. 25 Production Operators.
- Instil and maintain a positive team atmosphere in the production area. Provide effective cross training for Production Operators to ensure continuous smooth running of the production area.
- Participate in the interviewing and selection process for new and existing employees for available roles and complete performance reviews for Production Operators and Team Leaders.
- Engage with and fully support the implementation of lean manufacturing principles and concepts in designated area.
- Create a basis for continuous improvement by ensuring standardised work and processes are followed, needed changes are implemented and the area is compliant with safety and 5S requirements.
- Support and encourage the submission and implementation of continuous improvement ideas for all team members.
- Prepare, update and present weekly KPI's at support team meeting.
- Work closely with other departmental leads to ensure scheduling of R&D projects and new product introductions that meet customer requirements, keeping Customer Operations informed of any delays or impacts to shipments.
- Be flexible and take on other duties which the Company may assign you from time to time.

## **Requirements**

- Previous experience as a team leader or equivalent role preferred
- An attitude of compliance together with an understanding and appreciation of the benefits of standard work procedures.
- Ability to work well on own initiative.
- A can-do-attitude with emphasis on meeting all internal and external customer requirements.
- A continuous improvement mind-set.
- Ability to liaise and communicate with all departments and deal effectively and professionally with colleagues at all levels within the organization structure.