

CAREERS IN CORRUGATED: PRODUCTION MANAGER

Executive summary:

Plant Production Managers are responsible for the operations of the facility, excluding personnel and activities not directly related to the production process. Production employees and supervisors report to the Production Manager.

Production Manager responsibilities:

- Head up all production, including related machine installation and repair
- Oversee all production supervisors and employees
- Develop and institute programs to maintain quality and efficiency
- Review production costs and product quality; modify production and inventory control programs for a profitable plant operation
- Evaluate new trends in industry; recommend and assist in planning equipment purchases and budgeting
- Maintain positive working relationship and morale within the plant
- Report to Plant Manager any issues that might affect overall production or plant operations

Supervisory responsibilities:

- Directly manage production supervisors and employees
- Responsible for overall performance of production operations
- Appraise plant performance
- Oversee training employees, planning and assigning work
- Address complaints and employee issues

Production Manager skill sets:

- Excellent communication skills; able to speak effectively to employees, managers, customers
- Ability to apply discounts, costs, proportions, percentages and volumes to work issues
- Outstanding organizational skills
- Ability to apply common sense in problem-solving; collection of data to interpret verbal, written or graphical instructions
- Multitasking; ability to work with various challenges and deal with a variety of situations where little detail exists
- Ability to read, comprehend and interpret production and sales reports, operating instructions, training and procedure manuals, government regulations, agreements and contracts
- Ability to write reports, correspondence and emails, clearly and effectively

Production Manager education/ experience:

- High school graduate or equivalent with some college and/ and/ or technical coursework
- Five or more years of experience as a proven manager
- Ten or more years of experience in the corrugated industry

Preferred candidates have:

- Bachelor's degree in management, related studies
- Experience in union environment

Leadership skills required:

- Knowledge of equipment design and capabilities
- Understanding of underlying cost issues
- Understanding of quality standards and their importance
- Knowledge of regulatory requirements; wage and hour, environmental, OSHA
- Demonstrated leadership ability
- Superior time management skills
- Excellent listening skills; ability to provide positive and corrective feedback
- Employee relations/ conflict resolution skills
- Teaching skills; ability to help others learn quickly and efficiently
- Crisis management; great emotional control
- Professional appearance