Job Description

Position: Production Manager

Location: Shenzhen, China

Prepared by: HR

Position Objective:

The Production Manager will be responsible to implement electronics manufacturing within the framework of relevant quality standards and established production requirements. You will work closely with the PMC, and other internal departments to ensure that production is scheduled and completed efficiently and accurately. You will be successful in this role because you are experienced in manufacturing and production, and you are able to effectively motivate others in a positive manner. You have strong planning and organization skills and a commitment to meeting quality standards.

The principal responsibilities of the job (Divided into areas of responsibility):

Production Planning

- Coordinate production scheduling to maximize efficiency, while meeting required specifications and timelines
- Work closely with PMC to ensure raw materials are received in coordination with production scheduling
- Expedite production scheduling as necessary
- Calculate the labor and equipment requirements and production specifications
- Supervise the utilization of raw materials to minimize usage variance
- Take part in cost reduction initiatives
- Work with other departments to reduce and control material levels
- Find and implement process efficiencies- minimize non-productive times

Management

- Recruit and effectively train production staff using extensive knowledge of electronics manufacturing best practices
- Motivate team members positively to encourage efficiency and adherence to quality standards
- Supervise production workers and manage department resources
- Maintain a safe working environment, notifying senior management of any necessary safety improvements

Quality

- Maintain quality standards, and manage quality issues quickly, with minimal disruption to production scheduling
- Communicate closely with Quality department to continuously improve product quality
Key Requirements:

- Minimum 3-5 years’ experience in electronics manufacturing
- 2-3 years in a supervisory capacity
- Experience and familiarity with PCBA manufacturing
- Experience working with an ERP system (Epicor is preferred)
- Good written and spoken English communication (CET 4)

Personality:

- Must have the ability to lead and motivate others in a positive manner
- Attention to detail and to quality levels - maintain quality at all times
- Able to analyze the big picture to find process efficiencies

Culture:

- Unity - Works as a part of the team, takes personal responsibility for work, builds strong relationships with colleagues and other parties, committed to the team’s success and improvement
- Positivity - Contributes to the solution, does what it takes to get the job done right
- Impact - Finds ways to increase value, considers the big picture, understands company objectives and finds innovative ways to get things accomplished, does not give up on beliefs

Other considerations:

The above statements reflect the general items considered necessary to describe principal functions of the position and shall not be construed as a detailed description of all the work requirements that may be inherent to the position.