

## **Production manager**

**Location:** Foshan, Shunde

### **Job description:**

#### **Communication**

1. Smooth communication with his internal department and between other departments
2. Coordinating internal resources for the flawless execution of orders
3. Reporting to general manager for encountered difficulties

#### **Management, Organization & Adaptation**

1. Defining and anticipating the production planning
2. Communicating with the production supervisor for the weekly work
3. Training and supporting the workshop employee
4. Managing the safety in the workshop
5. Optimizing and improving processes and the overall approach where necessary
6. Performing risk management to minimize order risks
7. Spread LEAN organization with other departments
8. Evaluating the investment of the equipment, tools and people in order to ensure and improve the productivity
9. Validating the candidate for related department position

#### **Capitalization**

1. Creating and maintaining comprehensive order documentation
2. Making sure documentation is accessible to the internal company

#### **Goals**

1. Overseeing all incoming and outgoing order documentation
2. Analyzing the workshop figures and provide the action for improvement
3. Cost down

4. Measuring the productivity

#### **Leadership**

1. Conducting production meeting
2. Participating the management meeting

#### **Requirements:**

1. Written and verbal communication skills
2. Capacity to manage high stress situations
3. Ability to multi-task and manage various project elements simultaneously
4. Leadership skills
5. Big-picture thinking and vision
6. Attention to detail
7. Conflict resolution skills

Please send your resume to: [liu.wanqian@ccifc.org](mailto:liu.wanqian@ccifc.org)