



Job Title: Production Manager.	Pay Range: Per Industry Guidelines & performance of job
Department: Production	Revisions Date: January 2018

Position Overview:

Manages the production processes and staff. Prepares and monitors production statistics, quality control and overall scheduling. Provides the leadership, planning, direction, organization and control to meet the objectives of the department.

Essential Job Functions

Coordinates with manager for department goals , and performance reporting.
Plans permanent and temporary staff levels. Oversees acquisition and scheduling of temporary or on-call help as needed.
Ensures work is scheduled to meet delivery commitments according to our quality standards.
Ensure adequate customer materials are on hand prior to the start of production.
Manages the acquisition of stamps, labels and other generic production materials, as well and making sure equipment is properly maintained and has parts needed for safe, efficient operation.
Assists in production when needed. Develops and ensures following of quality control procedures. Signs off on data processing, components and packages prior to starting next job phase. Analyzes data to track and meet company goals.
Hires and trains new production associates in quality procedures and company policies.
Routinely holds one-on-ones with all staff, and group meetings with his/her staff.
Formally evaluate staff job performance. A 90-day probationary period evaluation for new associates and annual anniversary date evaluations for all other associates.
Counsel employees with unacceptable attendance records and/or job performance and submit documentation to associate and Human Resources.
Supervises the tracking of postage usage for all mailings. This includes permit, meter, and stamp usage. Verify paperwork accuracy and complete final preparations of paperwork prior to delivery to the post office for all mailings.
Communicate job and customer requirement to staff, prioritizing jobs, ensuring that jobs are completed on time, and handling problems that may arise with jobs.
Schedule and conduct a daily production meeting.

Key Success Measures:

Meet production cost goals

Meet mail drop dates

Errors are eliminated

Keep equipment in good working order

Non-Essential Job Functions

Have a basic understanding of each aspect of the production process and be able to step in and help when needed. This includes, but is not limited to, setting up and operating machinery for basic jobs, sorting mail, accepting deliveries and post office delivery.

Oversee a process to maintain and manage an inventory of the supplies needed for the production process.

Constantly watch for, research, recommend, and implement new ways to minimize costs and improve the production process and work environment.

Pursue opportunities to expand your work-related knowledge and abilities. This may include, but is not limited to, continued education and taking time to learn skills from other employees/management.

Recycle any recyclable material

Other Requirements (To perform essential functions of the job)**EDUCATION AND/OR EXPERIENCE –**

High School Diploma required. College is preferred.

Forklift certification preferred.

Equivalent industry experience, which is at least three year's experience with mailing equipment and postal regulations.

Prior supervisory experience.

Basic understanding of machinery, including, but not limited to:

- All addressing equipment used by immedia
- Streamfeed, Surefeed, & VideoJet Feeder
- Meter machines
- Folders
- Bindery Equipment
- Inserter

LANGUAGE SKILLS – Able to communicate and understand English.

MATHEMATICAL SKILLS – Strong mathematics, and accounting skills

SUPERVISORY SKILLS - Assign work to the production staff in a manner that optimizes each employee's abilities. In doing so, treat the entire production staff equally and with respect.

Manage employees in compliance with all labor laws.

Discipline staff members as necessary & immediately. This should be done, following proper procedure, through verbal and written warnings. Discipline should always be handled in a discrete manner and should only be discussed with other members of the staff on a "need to know" basis.

Hire and discharge members of the production staff as needed.

Monitor and report hours worked by hourly employees and temporary workers.

Pursue and encourage opportunities to expand the work related knowledge and abilities of the staff. This may include, but is not limited to, continued education through the post office or another organization and allotting time for yourself or staff to teach other staff associates new skills.

<p>Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.</p>
