

Production Manager

Responsibilities:

- Manage and supervise production related matters
- Experience in directing and supervising production personnel
- Possess technical knowledge and be adapt at all phases of the manufacturing processes
- Ensure each manufacturing run reliably and efficiently
- Ability to lead and drive continuous improvement
- Strong Customer Service mindset
- Ability to understand cost containment and budgetary principles
- Comprehensive knowledge and understanding of human relations skills, principles and team building processes
- Team meetings to discuss about production status and on going problems
- Ability to communicate clearly and persuasively with the team, managers, and clients
- Ensure cost effective, high quality and timely delivery of products
- Strong negotiation skills for getting materials within budget at the right time
- Recommend process improvements to enhance production quality and capacity
- Work with managers to analyse job orders and develop production tasks & schedule
- Plan and assign daily job duties
- Recommend changes in workflow and operations to minimise production efficiency
- Investigate problems, analyse root causes and define resolutions
- Ensure that final product meets quality standards and customer specifications
- Ability to work under pressure and motivate others to meet deadlines

Job Requirements:

- Minimum 5 years of management experience leading at least 3 personnel
- Highly organized, proactive, motivating and people oriented
- Exude strong leadership qualities and sense of responsibility and timeline
- Resourceful with strong problem-solving skills, and ability to innovate work independently and cope with pressure
- Good interpersonal, strong verbal and written communication skills
- To be bilingual in both English and mandarin to liaise with Chinese-speaking associates
- Possess product engineering experience
- Able to travel oversea frequently
- Strong computer skills & knowledge of Microsoft Office applications : Power Point, Word, and Excel
- Knowledge of (3D software), Photoshop & Illustrator would be an added advantage

If you're already on the edge of your seat, get in touch with your folio and CV at admin@mightyjaxx.com