

## PROJECT MANAGER (MANUFACTURING)

### Responsibilities:

- Develop detailed and comprehensive project plans to monitor and track progress
- Ensure each manufacturing phase runs reliably and efficiently
- Assess project and ensure resource availability and allocation
- Estimate, negotiate and re-negotiate budgets and timescales with internal and external stakeholders
- Supervise junior staff and drive continuous improvement for the team
- Conduct frequent team meetings to discuss production status and problem-solve
- Measure project performance and determine quality control standards using appropriate tools and techniques
- Ensure that all project are delivered on-time, within scope and within budget
- Recommend process improvements to enhance production quality and capacity
- Liaise with other departments to analyse job orders and develop production tasks & schedules
- Recommend changes in workflow and operations to maximise production efficiency
- Investigate problems, analyse root causes and provide solutions
- Ensure that final product meets quality standards and customer specifications
- Develop spreadsheets, diagrams and process maps to document needs
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis

### Job Requirements:

- Minimum 5 years of management with experience in leading at least 3 personnel
- Highly organized, proactive, motivated and people-oriented
- Exudes strong leadership qualities and a sense of responsibility
- Possess technical production knowledge and product engineering experience
- Familiar with the different phases of the manufacturing process
- Strong customer service mindset
- Ability to understand cost containment and budgetary principles
- Ability to communicate clearly and persuasively with the team, other managers, clients and factories
- Ability to work under pressure and motivate others to meet deadlines
- Resourceful with strong problem-solving skills and the ability to work independently
- Good interpersonal, verbal and written communication skills
- Able to travel overseas frequently
- Strong in Microsoft Office applications: PowerPoint, 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](mailto:admin@mightyjaxx.com)