

**PRODUCTION OFFICE MANAGER****Purpose:**

The Production Office Manager is primarily responsible for carrying out critical functions that support the production and delivery of quality goods and services. The Production Office Manager will work closely with the Production Manager to ensure accurate scheduling of staff, management of work orders and time keeping.

The Production Office Manager will work closely with the HR Department in all aspects of personnel and document management.

**Reports to:**

Production Manager

**Responsibilities:****Scheduling**

- Working closely with the Production Manager, Engineering Department and Project Management Department to collect data, format, issue and help to maintain the manufacturing schedule. Experience with Microsoft Project is a plus.

**Work Orders**

- Working closely with the Production Manager, issuing work orders that are in alignment with the manufacturing schedule and in accordance with the needs of each project.
- Collect finished work orders and collect necessary data for reporting and performance tracking purposes.

**Time Keeping**

- Ensure all manufacturing employees are correctly logging time through Paylocity Payroll System.
- Enter data from work orders to ensure that all employee time is correct and reflects accuracy pertaining to job and phase codes.

**Administrative**

- Answer incoming calls to the manufacturing shop.
- General record keeping and office administration.
- Approve invoices, as requested.
- Assist with record keeping for employee files, as necessary.

**Knowledge, Skills & Abilities:****Education & Experience**

- High School Diploma or equivalent is required. A 2-year degree or continuing education is preferred.
- Experience with logistics is preferred.
- Strong leadership skills.

**Other Qualifications:**

- Must have at least 1 year of experience, (preferably 2-3) in managing a professional office setting.
- Works well with verbal instructions, detailed oriented.
- Ability to work with existing systems and align new ones to be able to work independently with little supervision.
- Able to advance the structure and SOP's of an office environment.
- Has a vision and drive for personal and career advancement.
- Positive attitude is a must.
- Strong proficiency in Microsoft Office applications: Word, Excel, PowerPoint, and Outlook.
- A team player and collaborator who can take and follow directions well.
- A self-starter with a high level of initiative and the ability to handle multiple tasks independently and simultaneously.
- Impeccable organization and time-management skills.

Job Type: Full-time

**Signatures:**

This job description has been approved by all levels of management.

President: \_\_\_\_\_

HR: \_\_\_\_\_

Manager: \_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

Employee: \_\_\_\_\_

*This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions.*