



Job Title: Manufacturing Manager
FLSA Status: Exempt
EEO Category: First Level Supervisor/Manager
Management Level Position: Yes No
Reports to: Director of Manufacturing
Department or Division: Manufacturing
Job Description Effective Date: 03/12/2021

POSITION DESCRIPTION:

The Manufacturing Manager is responsible for overseeing the daily operations of the assigned manufacturing department(s) including planning, coordinating and directing the processes resulting in Quality products. This position ensures that all employees and machines involved in the manufacturing process are adhering to the productivity, efficiency, and Quality standards of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages operations in assigned area to ensure the safe and timely completion of production schedules or department work by effectively utilizing people, equipment and materials.
- Ensures the team follows Argen's Standard Operating Procedures (SOP's) and Work Instructions (WI's) with 100% conformance and high overall quality levels and on-time delivery schedules are maintained.
- Supervises employee activities including overall performance management; training and development; analyzing and resolving work problems; initiating or suggesting plans to motivate workers to achieve goals; and effective communication with associates.
- Reviews availability of parts or materials for department needs in the coming weeks. Notifies appropriate departments of potential shortages and suggests solutions.
- Maintains safe working conditions in assigned area, continually works on safety awareness and enforces safety regulations.
- Establishes or adjusts work procedures to meet department schedules and goals, and cooperates with the Quality team to ensure all adjustments have been processed in the SOP's and WI's.
- Develops continuous process improvement and department efficiency including making recommendations to improve manufacturing methods, equipment performance, overall work quality, working conditions, and use of equipment.
- Works with maintenance department to coordinate maintenance activities with department requirements and schedules.
- Actively participates with the entire Operation Team to support and implement initiatives.
- Assists employees with diagnosing malfunctions in machinery and equipment.
- Assures the accurate and timely reporting of various records including employee time sheets, production reports, rework reports, check sheets, down time data, employee job transfers, etc.
- Communicates with other supervisors or managers as needed to coordinate activities of respective departments or areas.

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- Selects, develops, and evaluates personnel to ensure the efficient operation of the function.
- Develops high performing work teams and appropriate performance monitoring systems.
- Develops schedules and manpower requirements for assigned areas.
- Other duties as assigned.

EXPERIENCE & QUALIFICATIONS:

- Five years' management experience in a high volume, low automation assembly or light manufacturing environment.
- Knowledge of Lean Manufacturing methodologies and techniques.
- Knowledge of cGMP regulations ISO 13485, 21CFR Part 820, CMDR SOR/98-282, 93/42/EEC, RDC 16 2013, MHLW MO 169 and TG(MD)R Sch3 preferred.
- Ability to lead, direct and motivate employees.
- Management experience for staff levels greater than 20 FTE.
- Demonstrated ability to develop SOP's and ensure compliance to achieve top tier performance management.
- Proven ability to effectively lead and direct the work of others, and delegate as needed.
- Advanced usage of Microsoft Excel to complete data analysis and generate graphical output for management.
- Ability to establish and maintain a work environment/climate of mutual respect, safety and cleanliness.
- Act as the area subject matter expert for internal and external audits.
- Ability to successfully complete basic supervision course work and to utilize principles of the training.
- Excellent verbal, written and interpersonal communication skills to communicate effectively and productively to all levels of employees.
- Ability to work as a team member toward overall Company objectives.
- Ability to maintain confidentiality of employee information. This includes, but is not limited to: performance, illness, investigations and personal information.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.
- Basic math skills to include addition, subtraction, multiplication and division in all units of measure including whole numbers, fractions and decimals.
- Ability to use tools in a safe and proper manner.
- Ability to interface well with cross-functional teammates is critical to success in this position.

Personal Protective Equipment Required Yes No

If Yes Describe: Depends on department: Eye Protection, Gloves

PHYSICAL REQUIREMENTS, ENVIRONMENT & WORKING CONDITIONS

Description	Regularly	Frequently	Occasionally
Sitting	X		
Standing	X		
Walking	X		

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Climbing/Balancing			X
Reaching-with arms & hands			X
Stooping/Kneeling/Crouching/Crawling			X
Talking	X		
Hearing	X		
Feeling/Touching		X	
Vision-Close, Peripheral, Depth, Ability to Adjust Focus	X		
Light to moderate lifting (50lbs or less)		X	
Moderate to Heavy Lifting (more than 50lbs)			X
Travel Required			X

Environment & Working Conditions	Applicable
Loud noise level	X
Overtime	X
Working in a factory environment	X
Ability to work in a confined area	X
Ability to sit at a computer for an extended period of time	X
Exposure to airborne powder (non-toxic)	X
Work near moving mechanical parts	X
Ability to sit and work on one machine for an extended period of time	X
Ability to stand for an extended Period of Time	X

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. An employee may be directed to perform job-related tasks other than those specifically present in this description.

Change History

Version	Date of Change	Change Description
1	10/18/2018	Initial Release
2	10/1/2019	Header and Footer, removed signature line, JD effective date

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