

Ceramics Production Manager

Position Summary

As a Ceramics Production Manager, you will support a dynamic manufacturing environment which includes daily interaction with vendors, engineering, and production staff to assist meeting production demands. This position demands versatility, assertiveness, time management, communication skills, and the ability to work in a high demand environment. Run, plan and coordinate daily and weekly schedules to meet strict delivery dates.

- Analyze sales orders with respect to capacity, demand, and material requirements
- Manage inventory, schedules and availability of products to meet production schedules
- Close-out work orders and follow-up on open or pending work orders
- Manage material kits and maintain the assembly floor
- Pro-actively communicate ahead of schedule any shortages, bottlenecks or issues affecting the delivery of any shipment

Essential Functions

- Assist corporate and technical team in managing project launches without affecting current production
- Support finance team with vendors and service recommendations to minimize procurement costs
- Recommend and support various cost savings projects, and ways to improve customer service
- Analyze sales orders with respect to capacity, demand, and material requirements

Skills

- Excellent organizational skills
- Positive attitude and team player
- Excellent time management skills
- Excellent communication skills

Requirements

- Previous experience in laboratory or industrial ceramics required
- Required to be a self-starter and work effectively in a fast paced, team environment
- Must be able to lift 50lbs
- Must be detail oriented and highly motivated
- Strong time management skills

Position Type

- Full time. Monday – Friday. 1st Shift
- No travel required