

POSITION DESCRIPTION

Position Title: **Production Manager**

Position Overview: Responsible for staffing, training and directing activities in production assembly and product testing; Assigns personnel as appropriate to meet production schedules and business plan objectives; Works closely with product engineering and development to effectively transition product from development to manufacturing.

Major Responsibilities: Essential duties include the following:

1. Direct management for 12-18 person production team (Technicians and Assemblers)
2. Responsible for organizing, planning, directing and controlling all manufacturing activities.
3. Work closely with materials department to establish required labor capacity, product build planning.
4. Maintain labor, overhead and other production variances to approved levels.
5. Monitor work orders to reduce the number of open/old work orders
6. Review labor standards with regards to parts and costs to ensure timely delivery
7. Establish and implement training regimen for assembly and test personnel to achieve individual flexibility and product schedule/quality goals.
8. Recommend and implement product inspection criteria as appropriate in product flow.
9. Contribute directly to ongoing product cost reduction efforts by planning and achieving labor and overhead cost reduction targets.
10. Facilitate new procedures and the introduction of new products to manufacturing. Interact with cross-functional groups to improve product quality.
11. Establish and maintain an agreed upon production schedule completion adherence
12. Establish and maintain an agreed upon product quality as determined by internal audit and customer feedback.

Minimum Qualifications: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong people skills
- Strong organizational skills with the ability to manage multiple projects in a deadline oriented environment.
- Past experience manufacturing complex electro-mechanical products (instruments). Including knowledge of electronics test equipment and schematics.
- Minimum seven years' experience in product development, manufacturing engineering and production management with minimum three years direct responsibility for production management.
- Proficient with employee assessment and training and development activities, generation of relevant reporting and documentation.

- Proficient with goal setting and measurement of performance in the production environment.
- Ability to work closely with product and manufacturing engineering to effectively transition products and enhancements from engineering to manufacturing status.
- Expertise with standard computer applications, especially excel, and MRP systems.
- Excellent written and verbal communication skills and interpersonal skills.
- Minimum BS degree in engineering, technology or equivalent.

In consideration of the physical demands, we have included the minimum physical requirements.

- Ability to work in excess of a 40-hour week if necessary.
- Ability to sit, walk, and stand in an office, conference room, and other work environments.
- Ability to routinely and safely move objects weighing up to thirty-five pounds.
- Must have manual dexterity to operate scientific instrumentation, computer keyboard, and standard office equipment.
- Ability to review and input information/data on a computer (up to 8 hours a day with breaks).

This position requires access to export-controlled information and employment is contingent on obtaining U.S. Government export control authorization, to the extent required by law

This position may be modified from time to time to meet Geometrics business needs.

We offer a dynamic, challenging environment and a comprehensive benefits package.

To apply, please send your resume and cover letter to: **careers@geometrics.com**. Please put “PM2017” and your name in the subject line. To learn more about Geometrics and our products, please visit our website, www.geometrics.com. At this time, Geometrics is not able to sponsor applicants for work visas.

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