

**PRODUCTION MANAGER - MILLWORK****POSITION SUMMARY**

The primary function of this position is to oversee the day to day success and safety of the door shop/mill production operation. The Production Supervisor is responsible for employee safety programs, production scheduling, quality control, inventory management, expense procurement, shipping of stock, and maintaining customer relations and deadlines.

**ESSENTIAL FUNCTIONS**

- 100% compliant with safety rules and regulations (environmental, health & safety)
- Regularly contact customers to coordinate the production of their orders
- Analyze weekly inventory of all items used in production to maintain superior material management and on time delivery
- Maintain high product quality standards by checking each unit as it is completed
- Forecast weekly manpower and scheduling needed to execute up-to-date order production
- Coordinate production schedule and instruct employees and temporary help on their duties for the day.
- Maximize production by strategically placing people where they are needed
- Maintain the safety of the working environment, equipment and employees
- Perform preventative maintenance on machines as scheduled to ensure optimal quality of all machinery
- Troubleshoot mechanical problems as required on machinery
- Use lift truck to load and or unload trucks with items received or shipped
- Must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 80 lbs of product
- Prepares daily, weekly and monthly production reports and reviews with branch manager
- Supervision of several direct reports including performance management, training, and coaching as required

**QUALIFICATIONS/REQUIREMENTS**

- 5+ years of residential Interior and Entry Door experience
- Must have previous Interior and Entry door production experience
- Experience scheduling the manufacturing of materials
- Forklift experience
- Knowledge of current safety standards
- Demonstrated ability to lead, coordinate, and motivate people in a team environment
- Strong interpersonal and communication skills
- Proficient in Microsoft Word and Excel
- Inventory control experience
- Knowledge in operation of machinery. Mechanical ability
- Ability to multi-task in a very high-paced environment
- Must display ability to resolve conflicts and solve problems quickly and accurately
- Must be physically able to assist with loading and unloading of product
- Ability to pass drug test and background verifications

**REQUIREMENTS**

- Must have a valid driver's license and a clean driving record
- Experience working in RESIDENTIAL DOOR production and distribution industry
- 5+ years supervisory or management experience
- Willingness to constantly strive to change and improve processes
- ThermaTru entry door product experience a plus but not required