



## Production Manager

Plan, direct, and coordinate work activities and resources necessary for manufacturing products in accordance with safety, quality, delivery and cost requirements. Drive a continuous improvement culture and assure on time planning and resource planning to meet company business targets.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review production orders to make decisions concerning inventory requirements, staffing requirements, work procedures, or duty assignments, considering budgetary limitations and time constraints.
- Direct or coordinate production, processing, distribution, or marketing activities of industrial organizations.
- Develop or implement production tracking or quality control systems, analyzing production, quality control, maintenance, or other operational reports to detect production problems.
- Review operations and confer with technical or administrative staff to resolve production or processing problems.
- Hire, train, evaluate, or discharge non-performing staff as required.
- Prepare and maintain production reports or personnel records.
- Set and monitor product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality.
- Develop budgets or approve expenditures for supplies, materials, or staffing, ensuring materials, labor, or equipment are used efficiently to meet production capacity related targets.
- Initiate or coordinate inventory or cost control programs.
- Coordinate or recommend procedures for facility or equipment maintenance or modification, including the replacement of machines.
- Review plans and confer with research or support staff to develop new products or processes.
- Maintain current knowledge of the quality control field, relying on current literature pertaining to materials use, technological advances, or statistical studies.
- Help negotiate materials prices with suppliers.
- Conduct site audits to ensure adherence to safety and environmental regulations.
- Develop or enforce procedures for normal operation of manufacturing systems.
- Implement operational and emergency safety procedures.
- Maintain records to demonstrate compliance with safety and environmental laws, regulations, or policies.
- Monitor permit requirements for updates.
- Optimize operational costs and productivity consistent with safety and environmental rules and regulations.

- Prepare reports on operations and system productivity or efficiency.
- Supervise subordinate employees.
- Other duties as required.

#### **BASIC QUALIFICATIONS, EXPERIENCE, SKILLS AND EDUCATION REQUIRED**

- Bachelor's degree or equivalent.
- 10 years production management experience in a semiconductor manufacturing environment.
- Semiconductor manufacturing experience to include thin films, photolithography, wet/dry etch, or metrology is strongly desired
- Requires ability with common business software (Excel, Word, Power Point, Visio, Access) and MES.
- Skills required include Leadership, Communication, Prioritization, MES, Inventory Management, Purchasing, Management of Direct and Indirect Personnel, Instruction, Procedures, Documentation for small to medium sized businesses.

#### **EMPLOYMENT CATEGORY**

- Regular full-time.

#### **LOCATION OF EMPLOYMENT**

- Albuquerque, NM

***Send CV via email to [careers@3DGSinc.com](mailto:careers@3DGSinc.com)***