

# Reprographics Inc.

## Job Description

Job Title: Production Manager

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### Basic Function

To direct and supervise all phases of assembly within quality, time and cost standards, and requisition parts for assembly.

### Responsibilities

1. Oversee assembly procedures for quality standards, timely delivery and cost control to fill customer orders as required.
2. Evaluate and examine all areas of department to ensure products/services meet established standards and are completed within time limits.
3. Supervise, assist and coordinate activities of workers engaged in verifying and keeping records on incoming and outgoing shipments.
4. Direct and control work loads to ensure smooth operation and flow.
5. Develop and maintain an effective department through the selection, training, compensation, motivation, termination and review of direct staff.
6. Ensure assembly environment is satisfactory for working conditions to include lighting and heating to ensure high productivity.
7. Report possible safety hazards or problems to management immediately.
8. Monitor inventory of assembly parts and requisition for additional parts within acceptable time limits.
9. Distribute stock among production workers and maintain records of material issued.
10. Maintain shipping warehouse to include overseeing shipping personnel, completing appropriate paperwork and setting shipping appointments with truck companies.
11. Determine method of shipping procedures through routes and/or rates and prepare necessary shipping documents.
12. Manage and process freight claims efficiently regarding customer orders.
13. Maintain cleanliness of shipping and warehouse areas to include storing materials in appropriate locations.

### Skills

Oral Communication Skills  
Written Communication Skills  
Reading Skills  
Filing

Math Aptitude  
Organization  
Planning  
Project Management

Time Management  
Manual Dexterity Skills

### Education/Training

Degree: High School Diploma or Equivalent

### Experience

Prior assembly experience required.  
Prior supervisory experience helpful.



Applicant Information							
Last Name		First		M.I.	Date		
Street Address				Apartment/Unit #			
City		State		ZIP			
Phone		E-mail Address					
Date Available		Social Security No.		Desired Salary			
Position Applied for							
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			

Education					
High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

References	
Please list three professional references.	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

Previous Employment			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Military Service	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date