1. Managed personnel by implementing company policies, procedures, work rules and disciplinary action.
2. Anticipated and addressed production problems, material shortages, equipment malfunctions and unavoidable delays.
3. Utilized proven problem-solving techniques to improve customer satisfaction and vendor relations.
4. Changed equipment over to new products to meet all customer requirements.
5. Coordinated company projects and programs that supported manufacturing function.
6. Implemented knowledge to provide product quality assurance and executed inventory maintenance, optimizing work time.
7. Analyzed and determined resolutions to multi-faceted issues that affected management and business objectives.
8. Prepared and maintained production reports and personnel records.
9. Worked with senior leadership to complete under-budget management on complex issues.
10. Surpassed company objectives by cooperating with staff and team members to share and actualize processes to accomplish established goals.
11. Configured any human and material resources needed.
12. Maintained necessary level of communications between shifts.
13. Recognized low-cost suppliers and managed deliveries to cut downtime and save costs.
14. Fielded customer service issues.
15. Identified areas for business improvements and utilized client feedback to drive developments.
16. Collected, monitored and disseminated market intelligence/maintain competitor database.
17. Wrote process, employee and production schedules.
18. Conducted performance reviews each quarter, offering praise and recommendations for improvement.
19. Directed and coordinated production, processing, distribution and marketing activities of industrial organization.
20. Tracked new material shipments and coordinated flow of materials at different stages of manufacturing to align with procurement expectations.