



## PRODUCTION MANAGER

### ABOUT US:

Smartrend Supply Ltd., established in 2004, is a leading manufacturer of customer-specific components and assemblies for transportation and general industrial applications. In 2018, First Light Safety Products was created as a subsidiary of Smartrend Supply Ltd. First Light, an innovative and progressive organization, incorporates LED technology into essential safety indicators to improve the visibility of school buses, thus increasing the safety of drivers and passengers of buses and other motor vehicles. Both organizations share a 29,000 sq ft, state of the art manufacturing facility.

### SUMMARY:

The **Production Manager** is a methodical, detail oriented, and creative professional that will be responsible for creating effective policies and procedures to ensure the manufacturing department effectively and efficiently produces our in-house developed products. The successful candidate will work with cross-functional engineering teams to move various parts, components, assemblies, and products from design to manufactured product.

### DETAILED DUTIES AND RESPONSIBILITIES:

- Plan production work orders in terms of due date and capacity.
- Collect and monitor production KPIs.
- Ensure production staff follow safety rules, SOPs, and WI.
- Ensure all production reports, schedules, relevant information, and system requirements are completed daily and are accurate.
- Day to day management of on-time, high quality manufacture of products for customers (internal and external).
- Ensure the accurate scheduling and forecasting of deliverables.
- Resource planning on a daily/weekly/monthly basis to ensure that appropriate levels of suitably skilled staff are available to meet all operational requirements.
- Manage production shortages in conjunction with Purchasing.
- Manage the timely resolution of technical production issues.
- Assess project and resource requirements.
- Organize relevant training sessions.
- Coordinate with production planner, purchasing, and engineering and sales staff.
- Manage the planning and implementation of new product lines in collaboration with Engineering.
- Continuous improvement and change management (PLM).
- Lead weekly production meetings with production staff and other departments.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Minimum 5 years experience in manufacturing operations.
- Minimum 2-years in supervisory capacity.
- Familiarity with mechanical systems, electronics, and software is an asset.
- Computer knowledge and skills with Microsoft Word, Excel, PowerPoint, and ERP/MRP Systems.
- Effective communicator in one-on-one and group settings.
- Ability to coach and mentor employees in one-on-one and group settings.
- Ability to prioritize and manage multiple projects simultaneously.
- Project management skills is an asset.
- An energetic, diligent work ethic and able to work with little supervision.
- Strives in pressure situations.

#### Smartrend Manufacturing Group

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#### First Light Safety Products

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Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Group Insurance Plan
- Paid Vacations

*We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.*

Job Type:

- Full-time

Job Location:

- Winnipeg, MB

Required Education:

- Degree or certificate

Compensation:

- Depends on qualifications

Required language:

- Fluent in English, written and oral

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