

### **EXTERNAL JOB POSTING**

#### **NOC 0911 – Manufacturing managers**

#### **Assistant Production Manager**

We are looking for a manufacturing manager to perform the following duties:

##### **Responsibilities:**

- Reporting to the Production Manager.
- Assisting the Production Manager with administrative tasks like production schedules and timesheets.
- Appointing labor and purchasing stock toward the smooth running of the production process.
- Preparing cost estimates for materials, equipment, and hiring laborers.
- Overseeing quality control throughout the production process.
- Ensuring that production is completed before deadlines.
- Procuring and monitoring the efficiency of production equipment.
- Updating the Production Manager on the status of projects.
- Liaising and coordinating production with other departments.
- Resolving labor disputes, where requested.

##### **Assistant Production Manager Requirements:**

- Bachelor's or associate degree, with course work in production management, operations management, or similar.
- Previous experience working in a related industry preferred.
- Ability to confidently and proactively supervise production teams.
- Exceptional analytical ability toward solving production-related concerns.
- Knowledge of procuring materials, equipment, and labor needed throughout the production process.
- Proficiency in quality control, managing budgets, and production costing.
- Competence with computer-based administration, record-keeping, and procurement systems.
- Ability to work independently under the Production Manager, and as part of a production team.
- Exceptional communication and interpersonal skills toward managing human resources and liaising with other departments.
- Availability to work extended hours to meet deadlines, when necessary.

**Job Type:** Full-time

Manufacturing company located at Etobicoke (Mimico Go Train)

##### **Required experience:**

- 1 to 2 years of work experience
- 17-21\$ depending on experience

**To apply for this job, please contact Kartini @ 416-996-1352 or Tel: 416-467-0126 x1222  
and Email: [kahamat@tno-toronto.org](mailto:kahamat@tno-toronto.org)**



**TNO-The Neighbourhood Organization**

**EMPLOYMENT SERVICES**