

# Plant Manager (Boxes)

## **Job Summary:**

The Plant Manager (Boxes) will oversee the manufacturing of product boxes, ensuring that quantity and quality requirements are met.

## ***Supervisory Responsibilities:***

- Recruits, interviews, hires, and trains new staff.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

## ***Duties/Responsibilities:***

- Oversees production quotas and schedules, ensuring inventory and shipment targets are met.
- Collaborates with purchasing department to verify, review, maintain, and report on materials and production inventories.
- Facilitates and authorizes repairs or maintenance for production tools and equipment.
- Identifies and recommends cost controls and other improvements to production process.
- Performs other related duties as assigned.

## ***Required Skills/Abilities:***

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Proficient with Microsoft Office Suite or related software.

## ***Education and Experience:***

- Bachelors degree in Business, Industrial Management, or related field required.
- At least four years of related experience required.

## ***Physical Requirements:***

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.