

Production Control Manager

Are you a natural leader? Do you excel in coordinating operations, projects and people? Do others follow your example? Come to you for advice on complicated problems or scheduling? Are you ready to put your talents to work in a fast-paced, high technology manufacturing center known for production of world class optics and assemblies? If you are, Edmund Optics Singapore division is currently looking for a charismatic leader to supervise, establish and coordinate the factory production schedule including planning, directing and coordinating factory operations and staff.

Production Control Manager will also be responsible for developing and monitoring operational standards, control systems and production tracking. Experience with factory capacity planning and forecasting will be critical for success. Likewise, excellent communication and staff motivation skills will be needed to effectively coordinate and lead the team to success; knowledge of lean philosophy or other continuous improvement concepts a plus! Hands-on, hardworking candidates with respect for the skills of others and teamwork need only apply. Contact us today – this management position won't last long. Send a resume and cover letter to ktlee@edmundoptics.com.sg or visit us online at www.edmundoptics.com to learn more about our global manufacturing endeavors

Duties & Responsibilities

- Plans and establishes production schedules and follows up performance against estimates
- Monitors the production processes and adjusts schedules as needed to assure smooth flow of production
- Proactively works within factory to assure adherence to schedule and notifies internal and external customers of potential issues or delays
- Develop, implement and monitor production standards, production tracking and control systems
- Review operations with the Manufacturing Management to identify and resolve production bottlenecks and/or processing problems
- Prepare regular production reports and monitor variances in production volumes and costing
- Review, monitor and report on factory capacity. Utilize capacity plan when scheduling production and assessing new orders and opportunities
- Manage plant WIP and Raw Material Inventory levels and accuracy, and report on inventory metrics
- Maintain Product and Production Data Master to support production planning and manufacturing. Material Master, BOMS, routings, etc.
- Coordinate with Corporate Office's Production Planning to execute load transfers and outsourcing changes to balance plant requirements versus capacity
- Manage Raw Material Planning and plant MRP parameters to ensure correct PO stream to component suppliers
- Promote Lean philosophy, lead and support Continuous Process Improvement efforts
- Manage duties of Production Control Staff
- Other duties as assigned

Requirements

- Bachelor or equivalent related experience and a minimum of 3 years of managerial level experience preferred
- Production Control experience in a high volume production environment
- Finite scheduling system experience desired
- Proven results and accomplishments in Production Control Management
- Working knowledge of production control in SAP or another tier 1 ERP system, SAP preferred
- Strong analytical and computer skills
- Ability to gain consensus throughout team
- Ability to develop and use metrics to measure programme success