



# Assistant Production Manager

## About Life-Lab

Learning Is Fun & Experiential (LIFE) Lab envisions a world in which every child enjoys learning and lives with a scientific attitude. We seek to make learning engaging and relevant for students as well as to empower educators to create self-sustainable experiential learning environments. Thus, at Life-Lab, we innovate simple products that spark creativity and problem-solving skills in children and devise effective pedagogical processes that enable teachers to enhance their own knowledge, skills, and mind sets to facilitate holistic learning. To learn more about the organization, please visit: [www.life-lab.org](http://www.life-lab.org)

## Position Summary

Assistant Production managers oversee the entire manufacturing processes such as purchasing, Inventory management, production, quality & delivery and ensures that all the departments are running smoothly and efficiently. An APM works closely with supervisors and operators to plan work, set targets and make sure that the raw materials and finished products meets the cost & quality standards.

## Key Responsibility Area

- Productivity Monitoring
- On Time Delivery of products
- Ensuring Product Quality
- Project Budgeting
- Housekeeping (5S)
- Ensuring & encouraging Safe practices in warehouse
- Process Improvement
- Inventory Management
- Purchase Management
- Team management & their professional development

## Roles & Responsibilities

- **Productivity**
  - Ensuring 100% productivity on shop floor.
  - Taking action for reduction of losses in production.
  - Organising the repair and routine maintenance of tools & equipment to reduce any loss
  - Ensuring that daily production report is sent to factory managers

# Assistant Production Manager

## ● On Time Delivery

- Making production plan & monitoring the same
- Reviewing daily plan vs actual of a production plan
- Taking action against stoppage of production
- Ensuring availability of all machines, tools and materials for smooth production.
- Co-ordinating with logistics for timely delivery

## ● Product Quality

- Implementing quality processes and setting standards for the same
- Ensuring product quality.
- Analysing quality issues and taking corrective action.

## ● Project Budgeting

- Preparing the budget for every project
- Monitoring & preparing the actual costing of every project

## ● Housekeeping (5S)

- Ensuring 5S on shop floor

## ● Safety

- Ensuring no accidents in the department

## ● Process Improvement

- Analysing and improving the process (standard time & labour cost reduction)

## ● Inventory Management

- Ensuring minimum required inventory
- Reconciliation of inventory on monthly basis
- Troubleshooting any challenges in inventory management software

## ● Purchase Management

- Making proper purchase plan and timely execution of the same
- Exploring new vendors to ensure cost reduction in rates

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## • Team management

- Identify training needs and organise relevant training sessions
- Taking performance review of team
- Motivating the team of supervisors & operators

## Skills

- Knowledge of manufacturing processes
- Good project management skills
- Knowledge of manufacturing quality standards
- Understanding of health and safety
- Ability to communicate clearly and persuasively with your team, managers and client
- Good communication Skills – Written & Verbal
- Good presentation Skills
- Good team management skills
- Stakeholder (Internal & External- vendor, buyers and marketing and sales staff) Management
- Strong negotiation skills

## Competencies

- Objectivity (in decision making, in assessment, during conflicts, etc.)
- Ownership
- Coordination
- Financial Discipline
- Analytical skills
- Result Oriented/ Performance Centric
- Problem solving and decision making

## Qualification & Experience

- Minimum qualification: Graduate/Diploma in production/mechanical
- **Minimum experience of 2-3 years preferably in manufacturing set up**
- Excellent MS-Excel & presentation skills.

## Location

Pune

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Candidates with relevant experience and interests are welcome to apply

To apply, please email your CV to [info@life-lab.org](mailto:info@life-lab.org)