**Machine Shop Production Manager**

We are looking for a skilled **Production Manager** to join our team! As the Production Manager, you will oversee the activities of our production team to ensure efficient and timely operations in a fast-paced environment.

**Responsibilities:**

* Coordinate daily activities of the production and operations teams.
* Lead weekly production meetings.
* Create and manage the WIP (Work In Progress) report and present it to AMT Accounting at the end of each month.
* Schedule CNC machines to optimize production flow and meet customer delivery dates.
* Delegate production assignments to appropriate teams and personnel.
* Process and manage production orders from customers.
* Inspect all materials and equipment for malfunctions and resolve any issues.
* Ensure compliance with all safety policies and procedures.

**Qualifications:**

* Minimum of 2 years of experience as a Production Manager.
* Background in machining or engineering is strongly preferred.
* Strong knowledge of production tools and equipment.
* Excellent leadership and team coordination skills.
* Strong written and verbal communication abilities.

**Why Join Us?** This is a great opportunity for a motivated individual with experience in a machine shop or engineering environment who is ready to lead a talented team and help drive our production processes forward.