Job Title: Production Assistant Manager
Location: Brooklyn, NY
Department: Production
Reports to: Plant Manager
FLSA Status: Exempt
Job Grade: G4

JOB PURPOSE: The Production Assistant Manager will primarily be responsible for managing the efficient use of the facility’s personnel and resources and manage strategies for basic production to provide quality products in a timely manner.

ESSENTIAL JOB FUNCTIONS:

1. Production efficiency
   - Planning, coordinating, and controlling of manufactured processes
   - Monitor the production of goods or effectiveness of services; ensure accurate amount is produced at the right quality and cost
   - Assist Plant Manager in planning, managing, and executing production operations
   - Identify and report operational and maintenance problems to prevent production delays

2. Cost Price Management
   - Implement manufacturing cost saving projects
   - Analyze and predict if proposed project’s progress and effect is possible to achieve
   - Assist in budgeting, utilizing needed human and material resources

3. Other duties
   - Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data
   - Assist the Plant Manager in implementing new or modify existing production processes that are carried out in accordance with company policies and procedures
   - Determine resource requirements and work allocation for production operation
   - Provide administrative support to the Plant Manager
Other duties as assigned by the manager

SUPERVISORY RESPONSIBILITIES: None

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Bachelor’s Degree in Mechanical Engineering, Process Engineering, Business Management or a related field
- At least 4-6 years of production management experience in manufacturing
- Must be able to work in a fast paced environment
- Must be detail-oriented, systematic and organized
- Excellent verbal, written, and communication skills
- Excellent planning and organizational skills
- Proficient in Microsoft Office Suite such as word, excel and PowerPoint
- Must be bilingual in English & Chinese

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk; talk and hear; use hands and fingers to handle and feel, to operate a computer and telephone keyboard; reach with hands and arms; stoop, kneel, crouch, or crawl.
- Light to moderate lifting, and occasional heavy lifting up to 30 pounds is required.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.
- Ability to adjust to significant temperature or noise changes while working on the production floor.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoors; protected from weather conditions but not necessarily from temperature changes, or noise. (A job is considered as “indoors” if the worker spends at least 75% of the work hours indoors.)
- General office setting with moderate noise (i.e. business office with computers, phones and printers, light traffic).
- Production floor in a manufacturing setting with moderate to loud noise (i.e. machinery), and temperature changes (i.e. freezers, steamer).
- Commercial kitchen.

JOB DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.
I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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