

Production Manager- Signs & Beyond

Design, manufacture, and install signage that fits people's space, brand, and outdoor conditions

Location: Lebanon

Major: degree in Business Administration, Management, Engineering Management, or any related field

Experience: 10-15 years of industry-related experience

Major Responsibilities:

- Create a production schedule
- Liaise with other managers to formulate objectives and understand requirements
- Estimate costs and prepare budgets
- Organize workflow to meet specifications and Project's deadlines
- Monitor production to resolve issues & reach the desired results to satisfy Client's needs
- Supervise and evaluate performance of production personnel (quality inspectors, workers etc.)
- Determine numbers & quantities of necessary resources (workforce, raw materials etc.)
- Schedule regular maintenance for equipment and approve maintenance work, purchase of equipment etc.
- Ensure output meets quality standards & client's Satisfaction
- Enforce health and safety precautions
- Report to upper management
- Train new employees
- Discuss budget expectations with clients

Additional Requirements:

- Proven experience as production Manager
- Deep knowledge of production management and production processes
- Understanding of quality standards and health and safety regulations
- Knowledge of performance evaluation and budgeting concepts
- Experience in reporting on key production metrics
- Proficiency in MS Office and ERP software, Adobe Photoshop, Illustrator, or CorelDraw

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb; Ext. 7801; 7802