



Job Description

Position Title: Production Manager

updated: March 16, 2017

ALZETA Corporation, a leading manufacturer of high performance combustion equipment and systems, is seeking a manager for our production group. Qualified individuals must have excellent supervisory and personnel management skills, must be able to organize and direct work flow, must be extremely well organized, and must have prior experience in managing project schedules and budgets. This individual must have previous industrial equipment manufacturing experience and excellent oral and written communication skills.

Job responsibilities will include but not be limited to the following:

- Supervision of 4-5 production technicians working on multiple in-house projects including ceramic burner casting, mechanical assembly, and plant maintenance
- Scheduling and budgeting of personnel and tasks to maintain high production efficiency
- Preparation of job costing information using vendor quotes for fabricated parts, purchased parts, labor, and other project costs
- Internal coordination and communication with ALZETA engineering, administrative, and manufacturing personnel during production process
- Performance or supervision of incoming and outgoing quality control inspections using existing QC processes
- Responsibility for maintaining in-house inventory control
- Scheduling and supervision of production machinery maintenance
- Responsibility for overall appearance and functionality of manufacturing areas

Required Education: AA degree. Relevant prior work experience may be considered in place of degree.

Experience Required: Minimum of 5 years experience in equipment manufacturing, with a minimum of 1 year experience in a supervisory role.

Reports To: President

Salary Range: Commensurate with experience and education.

Facility Location: Santa Clara, California 95054