

JOB POSITION: Assistant Manager

Reports to: Production Department Manager (PDM) & Operations Director

Salary: Depends on direct experience - Exempt (40 hrs/week)

Location: Troutdale, OR

JOB DESCRIPTION

Assist department manager with all phases in the production department.

QUALIFICATIONS

- Excellent time management skills
- Ability to prioritize tasks
- Lift heavy loads, up to 50 pounds above head
- Professional communication skills, both written and verbal
- Organizational efficiency
- Attention to detail
- Reliable transportation
- Ability to manage a wide range of details
- Critical thinking and problem solving
- Basic computer skills
- Experience with Google Chrome and Ordoro shipping software preferred

RESPONSIBILITIES

- Assist PDM to oversee production processes
- Confer with PDM on production schedules and timelines
- Follow PDM direction on project and resource requirements
- Coordinate with PDM to determine Q.C.S. and S.O.P.
- Analyze production materials for quality, to detect and correct problems
- Perform cleaning schedule tasks and routine equipment maintenance
- Maintain organization and orderliness of production department
- Assist PDM in maintaining inventory and supply levels
- Receive incoming orders and supplies, document items and quantities received
- Note discrepancies in orders received, confer with PDM on corrective actions
- Work cooperatively alongside production volunteers
- Record hours worked to digital timesheet program
- Learn detailed intricacies for use of shipping software and website
- Acquire full understanding of different shippers and their procedures
- When required, deliver parcels to postal carrier or shipping station
- Accurately pull, fill, and mail customer orders with an attention to order notes section
- Professionally communicate with customers as directed by PDM
- As specified by PDM, create special orders and event orders
- Perform monthly inventory, accurately recording item quantities
- Accurately input data to spreadsheets per direction from PDM
- Other duties as assigned by your supervisor