

Production Manager

Manage production crews and jobs according to company procedures. Assign and coordinate jobs with crews. Keep General Manager/Owner updated on production. Supervise job scheduling, coordinate requirements for the job, complete job files, supervise production and monitor jobs from start to finish. Resolve problems quickly as they arise. Perform production work as needed. Provide and communicate clear and accurate pretesting, scoping of services, and job estimates. Monitor and follow-up on all assigned jobs ensuring that customer needs are met. Communicate and establish rapport with commercial, insurance and residential customers.

Resumes to: BBSIConnectSJ@bbsihq.com