



**Job Title:** Production Manager

**Reports to:** General Manager

**Duties and Responsibilities Include:**

- Comply with Garnet USA's safety, health and environmental rules plus any other Garnet USA-issued policies and procedures.
- Ensure that all process plant employees, contractors and visitors comply with Garnet USA site rules and policies directly and/or via superintendents, supervisors and leading hands.
- Manage Garnet USA's mineral processing and packaging operations, including quality control
- Assist the General Manager with medium and long-term mining, production and maintenance planning
- Achieve monthly and annual production, quality and cost budgets, to the best of the plant's ability.
- Carry out production scheduling to ensure that all customer requirements are fulfilled as efficiently as possible.
- Assist with the preparation of end-of-month production reports.
- Identify and, where justified and approved, implement improvements to safety, quality, production or work conditions.
- See that all operating equipment is maintained in safe working condition via maintenance personnel.
- See to the timely purchase of packaging materials, parts, consumables and approved capital acquisitions.
- Plant employment decisions in line with approved staff numbers.
- Conduct regular employee reviews
- Take relevant action for any HSE breaches or other matters that require disciplinary/counselling follow-up.
- Minimize the environmental impact of plant operations.
- Practice and encourage good employee/management communication and morale.
- Present a positive and professional image for Garnet USA, LLC.
- Other duties as deemed necessary by your Manager
- Take responsibility for your own health and safety as well as that of all your co-workers

**Qualifications and Requirements:**

- Relevant technical degree preferred
- 5 years Supervisory / Management experience preferred
- Mining / mineral processing experience
- Competent level of computer and report writing skills.
- Strong and personable approach to dealing with people with demonstrated leadership capabilities.
- Responsible attitude towards health, safety and environmental management.
- Excellent written and verbal communication skills.
- Self-motivated and able to work independently
- Positive team-oriented attitude
- High level of accuracy and attention to detail.
- Responsible attitude and approach towards safety and environmental management
- Strong computer skills, Microsoft Outlook, Microsoft Office suite.

**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.

- Work hours are Monday – Friday, 8:00 am – 4:30 pm.
- Work will be occasionally conducted outdoors in varying weather conditions including extreme cold and heat.
- Occasional work in an office environment with the use of standard office equipment.
- Will be required to wear Personal Protective Equipment (PPE).

**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.

The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; talk and hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl.