

# WE'RE HIRING!



## Production Project Manager



As a Production Manager for Data Encoding, you will oversee the efficient and accurate encoding of data into digital formats. Your role will involve managing a team of data encoders, ensuring adherence to quality standards, optimizing processes, and collaborating with stakeholders to meet project deadlines. You will be responsible for maintaining productivity, troubleshooting issues, and implementing improvements to enhance overall efficiency and accuracy in data encoding operations.

### Responsibilities

**Team Leadership:** Motivate and supervise data encoders, fostering a positive and productive work environment.

**Process Optimization:** Streamline encoding processes for efficiency and accuracy using automation and best practices.

**Quality Assurance:** Implement rigorous quality control measures, ensuring data integrity and accuracy through regular audits.

**Project Coordination:** Collaborate with stakeholders, plan tasks, and deliver on project deadlines and requirements.

**Technical Support:** Provide technical guidance, troubleshooting support, and coordinate with IT teams to resolve complex issues.

**Documentation & Reporting:** Maintain comprehensive documentation, generate reports, and analyze performance metrics to drive continuous improvement.

**Compliance & Security:** Ensure adherence to data protection regulations and security protocols, safeguarding sensitive information.

### Qualifications

- Bachelor's degree in computer science, Information technology, or a related field.
- Proven experience in data encoding, data entry, or a similar role, preferably in a production or manufacturing environment.
- Strong leadership and team management skills
- Excellent attention to detail and accuracy
- Proficiency in data encoding software, data management systems, and data security principles.
- Strong problem-solving and troubleshooting abilities
- Excellent communication, interpersonal, and organizational skills.
- Ability to work effectively under pressure and manage multiple priorities in a fast-paced environment.

This job description outlines the core responsibilities, qualifications, and skills required for the role of a Production Manager for Data Encoding. Adjustments may be made based on specific organizational requirements and industry standards.

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