

Second Shift Production Manager – Fragrance Contract Manufacturing

Location: Glendale Heights, IL **Shift:** 2nd Shift (approx. 3:30 PM – 12:30 AM) **Employment Type:** Full-Time

About Us

We are a fast-growing fragrance contract manufacturer specializing in fine fragrances, personal care products, and custom scent solutions for global brands. Our second shift team plays a critical role in meeting customer demand, maintaining production flow, and ensuring every batch meets our quality and safety standards.

Position Overview

The Second Shift Production Manager will lead all production activities during the afternoon/evening shift, ensuring safe, efficient, and high-quality manufacturing. This role requires a hands-on leader who thrives in a fast-paced environment and can motivate teams while maintaining operational discipline.

Key Responsibilities

- Lead daily production operations to meet output, quality, and safety targets.
- Supervise and develop production staff including operators, line leads, and material handlers.
- Coordinate with QC, Compounding, Maintenance, Warehouse, and Planning to ensure smooth production and order fulfillment.
- Monitor equipment performance and escalating maintenance needs to minimize downtime.
- Enforce GMP, safety, and compliance standards across all production activities.
- Review batch records and production documentation for accuracy and completeness.
- Drive continuous improvement initiatives focused on throughput, waste reduction, and workflow optimization.
- Support training programs for new hires and cross-training efforts
- Maintain shift reports and KPIs to communicate performance to senior leadership.

Qualifications

- 3–5+ years of production leadership experience in manufacturing; fragrance, cosmetics, or chemical processing preferred.
- Bachelor's degree (Preferred).
- Strong understanding of GMP and safety protocols.

- Experience managing teams in a fast-paced environment.
- Ability to troubleshoot production issues and make quick, informed decisions.
- Excellent communication and organizational skills. Bilingual English/Spanish preferred.
- Comfort working with batch records, SOPs, and ERP systems.

What We Offer

- Competitive salary
- Health, dental, and vision benefits
- 401(k) with company match
- Opportunities for growth in a rapidly expanding manufacturing environment