

Production Supervisor

Job Description

Individual is expected to direct, supervise, and coordinate production and operations within the specific department. Responsible for effective utilization of all resources to optimize operational efficiency, material utilization and labor flexibility. Provides direction and leadership support for site production and remanufacturing activities to attain safety, cost, quality and delivery goals. Manages available resources and leads associates to perform all departmental tasks in the most cost effective manner while ensuring a quality product is processed according to the schedule.

Key Responsibilities:

- Communicate (lead by example) mission, vision, and values
- Develop associates through effective use of the Performance Management Process and Wage Reviews Program
- Maintains fair and consistent application of all company policies and procedures
- Assist plant leadership in driving and accomplishing key performance indicators
- Resolve personnel issues or conflicts
- Resolve product, process and equipment issues
- Train and develop experienced associates
- Plan and prioritize daily job assignments
- Assist in the hiring process and new associate orientation
- Perform job related administrative duties, including reporting and coordinating meetings
- Search out, recommend and implement process improvements, including but not limited to 5S & Housekeeping improvements, production layout, etc.
- Maintains working knowledge of schedules, costs, quality, safety, material utilization, and productivity. Develops and coordinates production/maintenance schedules and human resource planning. Develops necessary controls to monitor these areas. Optimizes flexibility of human resources, processes and equipment.
- Demonstrates a pro-active and creative approach to problem solving and continuous improvement. Leads and/or facilitates improvement efforts/special projects related to production, quality, safety, etc.

Experience:

- Demonstrated leadership ability, strong technical ability, and assembly/manufacturing experience. Experience in a remanufacturing facility, desirable
- Vending equipment experience highly desirable
- Strong comprehension of manufacturing quality process, including in process inspection, random sampling
- Experience developing a manufacturing process, end-to-end
- Lean manufacturing/Six Sigma Certification desirable

Skills/Knowledge:

- Basic computer software skills (e.g. Microsoft Office, including Excel); knowledge on developing process maps desired
- Demonstrated competencies, including: emotional self-control, empathy, service orientation, achievement, developing others, influence and teamwork
- Will participate and lead Lean events
- Will participate in cross-functional teams to meet plant objectives
- Will participate and lead 5-S initiatives
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards

Education:

- High school diploma required, Associate's or Bachelor's Degree highly preferred