



Job Description

Position Title: Manufacturing Supervisor
Monday to Friday 8:00am – 5:00pm

Summary

The Manufacturing Supervisor is responsible for overseeing manufacturing activities in pursuance of business goals. Direct accountability is to ensure products are made to our customer's requirements in our committed delivery time. This includes assuring quality, mitigating production problems, planning of work processes and involvement in personnel recommendations (hires, promotions, etc)

Work Performed:

- Supervise, co-ordinate and schedule activities of employees
- Provide leadership for directing manufacturing and plant initiatives
- Determine optimum manufacturing processes; coordinate with other departments
- Evaluation of Quality Assurance performance, and consulting others on quality issues
- Identify areas for waste reduction
- Maintain production documentation, prepare production and other reports
- Manage employees; recommend staffing levels, schedules, performance reviews, etc
- Assistance in training employees in problem solving techniques and on-the-spot production troubleshooting as well as safety and company policies and procedures
- Identify relevant training needs and opportunities
- Ensure compliance with Standards and Legislation
- Lead production and safety meetings

Minimum Qualifications:

- Strong inventory and production management skills
- Excellent communication skills
- Highly motivated and self-directed individual with the capability to multi-task and work with minimal supervision
- Strong problem identification and problem solving skills
- Strong work ethic and positive team attitude
- Mechanically Inclined
- 5 years experience in supervision would be preferred.

Working Conditions

- Overtime as required
- Computer Work
- Attention to detail

- Combination of sitting, standing and walking

Essential Skills

- Communication
- Team work
- Time management
- Creative and innovative thinking
- Planning and organizing
- Problem solving
- Leadership of a team