

Production Supervisor –

Brief Description of Position

The position of production supervisor consists of supervising and coordinating the activities of the production employees, which includes but not limited to, supervising production staff, achieving manufacturing goals, and maintaining the health and welfare of the production employees.

Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title:

- Assign tasks to employees and ensure tasks are complete.
- Ensure employees are productive while following safety procedures.
- Comply with Company and OSHA policies; participate in safety and accident preventative meetings.
 - Ensure employees wear safety equipment, in accordance with iAIRE and OSHA policies and procedures.
- Educate department on product information and changes.
- Implement cost effective and time saving methods; inform and encourage employee involvement in the improvement process.
- Evaluate staff for continual professional growth.
- Work with manufacturing manager to set operational goals and productivity standards for the department to maximize team performance and efficiency.
- Work with Quality team to ensure production meets proper standards.
- Other duties may be assigned to meet business needs.
- Compensation based on experience.

Qualifications

- High School diploma or equivalent
- Four years manufacturing experience
- Three years manufacturing supervisory experience
- Knowledge of ERP products
- Ability to use Microsoft Office products like Outlook, Word, Excel Basics (No Formulas)
- Effective problem-solving ability
- Strong verbal and written communication skills
- Ability to communicate effectively with English and Spanish speaking employees
- Ability to organize, plan and prioritize duties