

## **ProAmpac** of Wrightstown, WI is recruiting for a **Manufacturing Supervisor**

Lead a crew of teammates in the Extrusion and Rewinding Department. Coordinates work activities for the team, while also performing those same "hands on" activities. These activities include operating various pieces of equipment and infrastructure (*technology, software, processes, etc.*) to extrude, rewind, print or manufacture items such as bags or pouches per customer specifications in conjunction with safety standards, production schedules, quality requirements, job efficiencies, and on-time delivery within a team environment.

### **Essential Duties and Responsibilities**

- Ensures the team is following safety procedures and processes.
- Understands the customers' quality standards and apply them to make effective decisions daily within the team.
- Supervises the daily work schedule demands and coordinates appropriate resources and personnel to projects.
- Supervises that teammates are being productive and timely in their projects as it moves through work-in-process (WIP) at the facility.
- Communicates collaboratively with shared services departments for decision making purposes, improvement solutions or for support.
- Works effectively with other team leaders to support a common agenda as it pertains to caring, creative, and committed each and every day.
- Communicates regularly with teammates and at least weekly has one (1) "tool box" meeting to promote alignment, transparency, and creative ideas to come from the teammates.
- Continually supervises housekeeping expectations and 5s philosophy (*Sort, Set in Order, Shine, Standardize, Sustain*) within the team.
- Develop, publish and share with all crew members a daily communication PowerPoint that includes elements of safety, quality, performance and recognition. (part of weekly toolbox talk)
- Ensures team meets or exceeds all safety and quality performance metrics.
- Identify and implement continuous improvement opportunities.
- Conducting daily shift audits with all operators/crew members to ensure they are running, packaging and labeling all product(s) per customer specifications and at optimum run times.
- Conduct daily shift audits to ensure employees are following all quality BRC rules and policies and holding the team accountable for compliance.
- Review daily production reports and confirm all rolls are consumed, waste is reported accurately and utilization (up/down time) is reported properly each shift. Record, Document and provide corrective action plans to prevent reoccurrence.
- A Liaison with the Peoplesoft Production Reporting System.
- Edit and Approve Crew Timesheets and employee schedules to include vacation, overtime, and vacancy coverage to ensure machines that need to run are running.
- Manage employee training to ensure employees are trained; cross trained and qualified to perform multiple tasks within the department to minimize machine downtime.

### **Requirements**

- Associate degree and/or 4 year degree business or management OR
- 4 to 10 years in a leadership role in a manufacturing environment
- Good written and verbal communication skills
- Must be able to work rotating 12-hour shifts

**Gregg McCarthy, PHR, SHRM-CP**

**Human Resources**

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