

Job Title: Enameling Department Lead

Reports to: Production Manager

FLSA Status: Non-exempt

Summary of duties and responsibilities: To lead in a pleasant, professional, and efficient manner the quality and production involved with Medalcraft Mint's product line related to the Enameling department. This individual must be motivated to achieve daily, weekly and monthly goals and have a can-do attitude when it comes to challenges. Leads need to perform and act in a manner that does what is best for the Customer and Medalcraft Mint. Appreciation for high quality and timelines are a must.

1. Daily and on-going, monitor production orders with a goal of shipping quality product out on time to meet customer's expectations, looking ahead as much as possible.
2. Working with the Production Manager, schedule workload accordingly to appropriate team member or machine (s), working towards specific goals that will be communicated by the Production Manager or CEO.
3. Working with other Department Leads and the Production Manager, collaborate on any anticipated issues to troubleshoot, and flexing our workforce to demanding departments.
4. Dictate to team members workload and priorities for the day, checking in periodically for project/task completion.
5. Participate in stand-up meetings as initiated by the Production Manager, or at your own discretion.
6. Aim to improve quality and credits/return authorizations by practicing and communicating quality issues and concerns. If a sample is provided, make sure it is shared to the individual(s) working on the order, and that the sample does not get lost.
7. Train new hires and employees being cross trained.
8. Maintain training documents for new hires and employees being cross-trained. If a training document isn't created, one needs to be created.
9. Develop and maintain standard operating procedures (SOP's), both electronically and in a hard-copy binder in work area.
10. Provide feedback to the Production Manager and Human Resources related to employee's performance.
11. Communicate personnel/HR information and issues to the Production Manager and/or Human Resources, and appropriate action will ensue from there. Leads are not expected to handle any disciplinary action or performance issues with employees.
12. Make sure that all production reporting is entered accurately and timely into the Medalcraft Order Tracker (MOT).
13. If applicable, maintain accurate inventory and numbers, properly following procedures related to those items and customer-owned inventory.
14. If preventative maintenance needs to be maintained by you and your team, must make sure it happens as scheduled.

15. Timely complete monthly reports related to work in progress (WIP).
16. Make sure that department is clean and safe.
17. Follow through with commitments and expect to be held accountable.
18. Physically do the tasks of the department.
19. Participate in research and development on new/typical projects as it applies to your department.
20. Think of other departments as your "customers" and what they will need from you and out of your department to be successful.
21. Think outside the box and constantly strive for process improvement and cost-savings, bringing ideas up to the Production Manager.
22. Communicate as necessary to the sales team on applicable orders.
23. Effectively listen to team members on concerns associated with job orders, acting upon as necessary.
24. Comply with company and OSHA policies and procedures.
25. Motivate and lead team members for individual success and the success of Medalcraft, while embracing and promoting a cross-trained and flexible workforce.
26. Other duties as assigned by management.

Education, prior work experience, and specialized skills: A technical degree preferred, with three to five years' experience in a production/manufacturing environment required. Leadership experience is necessary and must be able to take direction well and communicate effectively with team members. Average computer skills are required. Leads must be motivated and take initiative to complete tasks and go above and beyond. Leads should expect to be held accountable to their department's performance. An attention to quality, detail, and an appreciation of deadlines is essential.

Physical environment/working conditions: This position is based in a fast-paced manufacturing environment. It requires the ability to occasionally lift up to 50 lbs throughout the shift and stand for long periods of time. This position will also need to move throughout other departments to monitor progress. In addition, the position may require the use of a desk in an office environment.

Equipment/machinery used: Personal computer, MS Products , Netsuite, and other company equipment as it relates to the production process and/or office environment.

Other: Must be a positive team-oriented individual that shares in Medalcraft's vision and acts in a way of constant improvement and increased throughput to support sales growth.

