



JOB TITLE: Production Supervisor

REPORTS TO: Plant Manager

TIME: 1st shift 6 am – 2pm M-F

2nd shift 3pm- 12am M-TH

JOB SUMMARY:

The Production Supervisor will manage employees and comply with all safety, quality, quantity and housekeeping standards. Sets clear team and individual expectations to ensure the customer needs, time tables, resources and capabilities are balanced.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING.

- Organize, schedule and coordinate work within department
- Conduct evaluations & reviews of department employees
- Arbitrate grievance & solve problems
- Keep accurate & timely records
- Submit any reports requested by management
- Ensure that established policies, rules and regulations, and procedures are followed.
- Generate & maintain daily production schedule
- Meet production quota's & quality standards
- Responsible for all processes, equipment & housekeeping in department
- Maintain inventory of materials and parts
- Knowledge of product specifications
- Understanding of product flow throughout plant
- Understanding of how work impacts other departments

QUALITIES AND ATTITUDE

- Approachable & team oriented
- Exercises good judgment & maintains confidentiality
- Serious about safety & quality
- Concerned with detail & accuracy
- Instills respect for company policies & procedures
- Shows initiative and encourages this quality in others

JOB QUALIFICATIONS:

- 1) Experience – Four (4) years supervisory experience (Ideally furniture manufacturing industry)
- 2) Prior supervisory experience manufacturing environment is preferred.
- 3) Experience in manufacture of wood products
- 4) Strong working knowledge of Microsoft Office products. (Word and Excel)
- 5) Excellent oral, written and visual communication skills.
- 6) Strong analytical and problem solving skills.
- 7) Must present a professional image
- 8) Team player
- 9) Ability to thrive in a fast paced environment that has the potential for stress.
- 10) Ability to teach and motivate others