# **2nd Shift Production Supervisor**

# **PURPOSE**

To provide supervision, teambuilding, leadership and support to all operating departments on second shift, often as the only member of management on site. Coordinate with first shift supervisors and managers to understand the requirements, priorities and tasks and to collaborate on continual improvement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

1. Understanding and following production schedule and direction of Department Managers and Supervisors, making scheduling decisions during second shift to ensure production work orders are processed to meet schedules and daily targets.
2. Actively managing the attendance, performance, adherence to policies, work instructions, training and development of second shift staff.
3. Effectively communicate with Operations Management Team by a variety of methods such as shift change meetings, attending weekly/biweekly meetings, shift reports via emails, contacting people by phone when necessary, tracking production metrics, etc.
4. Assure the completion and accuracy of MRP transactions related to work orders, inventory moves, quality quarantines, etc. through the use of computers, hand held devices, traveler paperwork, etc.
5. Maintain general housekeeping and preparation of work areas for next shift.

**REQUIRED QUALIFICATIONS** listed below are indicative of the knowledge, skills, and abilities required to be successful in this position.

* Minimum of 3 yrs. of proven supervisory experience in a production environment to include teambuilding to achieve performance goals.
* High school or GED.
* Must have experience and understanding of quality control processes.
* Must have sufficient computer skills to understand and navigate MRP software, Microsoft Office suite of software (primarily Word, Excel, and Outlook).
* Must understand and enforce safe work practices and recognize, report and keep employees safe from unsafe conditions.

**Personal Skills and Competencies**

* Must be able to work and make decisions independently.
* Must be able to train and motivate people with a variety of education and work experience to achieve target results.
* Must be a proactive and effective communicator.
* Must work well independently and as a team.
* Must be action oriented, have a get it done attitude.
* Lead by example, work alongside staff if necessary.

**PREFERRED QUALIFICATIONS**

* Strong preference for experience in supply to automotive tiers or OEMs.
* Associate or bachelor’s degree
* Experience in Lean principals, 6S, Visual Workplaces, etc. is desirable.
* Experience in a certified quality program environment such as environmental, ISO or TS is preferred.
* Strong preference for experience in the fastener industry.
* Preference for experience driving a fork lift.