Job Title: Production Supervisor  
Department: Operations  
Reports to: Shift Supervisor  
Effective Date: 10.3.2022

Job Summary:
Production Supervisor who will monitor our production operations and ensure that they deliver maximum quality in a profitable manner. Your duties will include supervising/managing, monitoring employees, organizing workflows and analyzing the efficiency of the manufacturing processes.

Duties/Responsibilities:
- Establish daily, weekly and monthly objectives and communicate them to employees
- Manage the workflow by assigning responsibilities and preparing schedules
- Guide and coach employees, monitoring their productivity
- Oversee safe use of equipment and schedule regular maintenance
- Perform verification of production output according to specifications
- Detect issues in efficiency and suggest improvements
- Ensure strict adherence to safety guidelines and company standard
- Able to travel as required to meet with suppliers as necessary to ensure timely project development
- Flexible to work long hours as required to meet project deadlines
- Able to sit, walk, move around for long hours at a time

Education and Experience:
- 2+ years' experience of working as a Production Supervisor or other similar position in manufacturing
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Broad knowledge of production planning processes
- Understanding of machine controls and instrumentation
- Able to deal with complex issues in a fast-paced setting
- Profound experience in using various types of manufacturing machinery and tools
- Good practical experience with MS Office
- Self-motivated and an efficient problem solver
- High School Diploma; additional degree in engineering or other relevant area will be a bonus

Physical Requirements:
Ability to stand for a prolonged time, walk and use hands to hold or operate objects, tools or controls. Able to reach with hands and arms, kneel, bend, crouch, climb ladders/stairs and twist body.

Must be able to regularly lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs. This is a warehouse environment where frequently this position will be exposed to cold, hot and changing temperatures will constantly experience noise at medium level not damaging or loud enough to require protective equipment; will frequently be exposed to dust, dirt and changes in lighting