



Shift Supervisor

A Shift Supervisor is in charge of all safety, quality, and production goals and expectations on his/her shift. This person keeps an eye on what everyone is doing at all times. A Shift Supervisor sets up work schedules, delegates tasks, organizes production to meet production goals, monitors the safety, quality, performance, attendance, and work practices of the production staff. This person is responsible for ensuring that all products being manufactured and shipped are accurate to SCS specs. This person is responsible for the accuracy of the shifts production work orders. Supervisors streamline the production process, keep costs down, decrease errors, meet deadlines, oversee, train and develop employees on a given shift. The Shift Supervisor is expected to know how to operate and run production equipment.

- Reports to:**
 - Production Manager

- Category:**
 - Exempt (Salary)

- Schedule:**
 - Night Shift/Day Shift 1st, 2nd, 3rd – 12 hour or 8hr shift pattern
 - Weekend work required, and overtime is necessary and required
 - Must cover for opposing supervisor when required

- Benefits:**
 - Medical
 - Prescription
 - Dental
 - Matching 401(k)
 - Bonus plan
 - Life and disability insurance

- Pre-employment Required Screenings:**
 - Criminal background check, drug screen, and physical are required.

Main duties & responsibilities include, but are not limited to:

- Setting and clearly communicating goals and objectives for production staff
- Creating and delegating work schedules and tasks
- Ensuring accuracy of production orders
- Monitoring time and attendance
- Accurately documenting, recording, and reporting all matters related to employees and production
- Immediately tending to and creating work orders for down machines and other maintenance and machinery issues
- Checking and clearly understanding the BOM before production begins and doing first piece/last piece check on all orders, without fail, to ensure that all orders are always made to SCS specs
- Being responsible for scrap reduction
- Communicating and ensuring compliance with all directives from Production Manager, Plant Manager, and the Company
- Providing quality onboarding and training new hires and new temporary employees
- Providing quality assistance, training, and support to production employees and temporary employees on a daily basis
- Creating and providing a positive and motivating work environment, and retaining high performing employees
- Ensuring 100 % compliance with employment laws and SCS policies at all times, immediately reporting to Management and issuing disciplinary actions, fairly and consistently, to those employees who violate any laws and Company policies
- Being 100 % responsible for the quality and accuracy of all products and orders
- Being responsible for the safety record of the plant, and ensuring that all employees are performing safe work practices, using all PPE at all times
- Being responsible for the cleanliness of the plant and the return of all items and tools to its respective places to make sure that the plant is appropriately prepped for the next incoming shift
- Constantly monitoring the quality of incoming and outgoing materials
- Inventory control
- Other duties as assigned

Essential Physical Functions:

- Must be able to lift up to 50 lbs
- Must be able to stand and walk around for long periods of time
- Must be able to climb up and down stairs
- Must be able to withstand working in a non- climate controlled environment

Work Environment:

- All tasks and responsibilities require working in a non-climate controlled manufacturing plant (exposure to disagreeable conditions typical to a manufacturing plant)
- When in the plant Personal Protective Equipment includes but is not limited to: safety footwear, eye, head, hearing and hand protection
- While in the plant, the employee will be exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions

- The employee may be exposed to outdoor weather conditions
- The employee is regularly exposed to high noise environments
- The employee may be exposed to extremely dusty environments

**Minimum Education,
Experience, Skills:**

- Minimum HS Diploma. A 2-year Associates degree strongly preferred
- Minimum 5 years of related supervisory experience in a manufacturing environment
- Must have general knowledge of assembly line manufacturing
- Must have basic computer proficiency with Word, Excel, and Email
- SAP knowledge is a huge plus
- Machine maintenance and processing knowledge a huge plus
- Bilingual Spanish and English a plus

If you would like to work for an international operation that takes care of its staff and supports them in their own personal development, we are the right partner for you.

We welcome your application by email to: info1usa_northbranch@schuetz.net