



## **Production Supervisor – 1<sup>st</sup> shift**

### **Job Description**

All Flex Solutions is a leading provider of specialty flex and rigid flex circuits, flexible heaters, and value-added assemblies for mission and life critical applications. All Flex products can be found in many applications and markets, including medical, defense, aerospace, semiconductor, industrial, and telecommunications.

The Production Supervisor is responsible for overseeing the day-to-day production of a three-shift production facility and is charged with using the company's capital and human resources effectively. The Production Supervisor will ensure the production of high quality products, safety and on time delivery for our customers at the lowest possible cost. The Production Supervisor must have a complete and thorough understanding of how flex circuits are produced, IPC Standards and other industry standards used in the production areas as it relates to all phases of flex circuit production. The Production Supervisor reports to the Director of Manufacturing.

### **Responsibilities and Duties**

- Manage work product through the production floor
- Coordinate with master scheduler to establish priorities
- Assure schedule success
- Use Lean Manufacturing specifications to set up cells for efficient production
- Cross train employees in all processes for greater cell flexibility
- Establish work flow and assign responsibilities for each product to minimize production time and meet metrics of on-time-delivery, cycle time, and throughput.
- Design work cell for maximum efficiency
- Coordinate management objectives with the production floor to meet company goals by communicating company policies, procedures and expectations.
- Hire, train and review employees, set clear expectations and evaluate performance in a timely manner against those expectations.
- Ensure that all staff are properly trained according to ISO standards and all training forms are completed and filed in a timely basis.
- Assess strengths and development needs of direct reports and provide feedback, give input into development plans and provide opportunities for growth and learning.
- Monitor quality of product
- Collaborate with the Quality staff to establish quality standards



- Ensure adequate inspection of parts to assure a quality final product
- Correct deficiencies in production process to improve quality
- Be a champion for employees. Provide recognition when warranted and hold employees accountable to include disciplinary action when needed.

### **Requirements**

- Advanced degree in engineering, manufacturing operations or related. Prior related experience may be substituted for advanced degree.
- Minimum of five (5) years of manufacturing plant experience.
- Able to flex hours as needed to meet the needs of all shifts.
- Must possess strong leadership skills including well developed communication and problem solving skills and the ability to set goals and provide positive and constructive feedback respectfully to build positive relationships and improve business results.
- Strong computer skills and excellent technical, “hands on” skills.
- Exceptional organizational skills, attention to detail and ability to simultaneously manage multiple projects and priorities.
- Working knowledge of manufacturing and production company’s concepts and applications.
- Experience with Lean Manufacturing, 5S, Theory of Constraints or Cell Manufacturing.