

Production Supervisor

JOB SUMMARY:

The Production Supervisor is responsible for the operation of the assembly and test areas.

A Brief Description of Job Duties:

- Oversees the maintenance of production schedules and quality of work.
- Responsible for training, assigning duties, and efficient planning of employee activities.
- Select personnel for employment, upgrading, transfer, or discharge.
- Determine and implement new manufacturing techniques for improved efficiency.
- Participate in the design change control board (CCB).
- Maintain production costs to established standards.
- Develop, update, and maintain manufacturing work instructions and forms.
- Ensures adequate supplies are available to maintain production schedules.
- Perform other duties as assigned.

JOB REQUIREMENTS:

The applicant MUST have the following qualifications:

- Minimum 5 years related experience, including supervision of production teams (10 - 20 people).
- Knowledge of electronic and electromechanical manufacturing methods and efficient manufacturing techniques in accordance with a published workmanship standard such as IPC-A-610 or J-STD-001.
- Strong analytical, financial, and strategic planning skills.
- Ability to manage a diverse group of production personnel.
- Strong team and relationship building skills.
- Proficient with ERP software.
- Experience with Microsoft Office software.
- Strong oral and written communication skills.
- U.S. citizenship is required.

Additional Desired Experience:

- Experience with Visual Manufacturing ERP software.
- Experience with Agile or Omnify software.
- Experience in a small company environment.
- Experience with Crystal Reports software.
- Proficient with Microsoft Excel and Microsoft Word.