

JOB POSTING

JOB TITLE: Supervisor – Night Shift
DEPARTMENT: Forrester Rd. – Production
REPORTS TO: Plant Manager – Mark Dvorski

Job Summary:

This position is directly responsible for providing supervision to the entire production process at the Forrester Road facility to ensure that the plant is operating within established guidelines in a safe, efficient manner.

Deliverables:

Consistently meet or exceed production targets through the effective use of appropriate personnel in the production process.

Job Duties:

Essential Functions –

- 1.) Supervision of all production employees.
- 2.) Ensure all employees follow & adhere to Good Manufacturing Practices (GMP's).
- 3.) Ensure all employees follow and adhere to corporate policies and rules.
- 4.) Adhere to production schedules and ensure materials are available for production activities.
- 5.) Analyze and professionally & productively resolve work issues.
- 6.) Must be able to work with minimal supervision, multi-task and prioritize workload

Additional responsibilities

- 1.) Maintain accurate time records for production employees.
- 2.) Follow all company policies and rules.
- 3.) Assist in the documentation, preparation and delivery of employee discipline.
- 4.) Other duties as assigned.

Education and Qualifications:

- 1.) High School diploma. Prior supervisory experience and college degree preferred.
- 2.) Excellent interpersonal, computer and communications skills (both verbal and written).
- 3.) Ability to work cooperatively as a team member.
- 4.) Ability to see all primary colors.
- 5.) Must be flexible in working varying hours, including holidays and weekends.