Production Supervisor Position Vacancy

The Production Supervisor is a member of the Operations Team reporting directly to the Operations Manager. The Production Supervisor is accountable and responsible for managing departmental safety, development of manufacturing employees, and production. This position implements policies/procedures and ensures safe work conditions exist for SiMatrix employees. The Production Supervisor ensures that products are produced to the customer specifications and meet quality requirements. Primarily located at the Victor site with the possibility of transitioning to the Hamilton site.

**Essential Duties**

- Manage and develop production employees to achieve established goals of safety, production volume, quality, service and cost.
- Ensure production employees are properly oriented and trained.
- Develop and implement continuous improvement within the team’s employees’ performance through regular feedback, coaching and training.
- Ensure Production Team Leads/Operators/Assembler/Inspectors follow Quality System Requirements which include, but are not limited to: QOPs, SOPs, MOPs, WORs, drawings, specifications, and cGMP.
- Manage staffing to ensure that Vesta meets customer delivery requirements, and achieves efficiency standards.
- Develop personnel to ensure that they can identify root cause and take fast effective action to resolve issues.
- Assess personnel performance, identify any additional training requirements, and resolve performance issues.
- Train team members to perform all tasks and complete paperwork accurately.
- Promote safety and clean room cleanliness/practices among team members and adhere to the rules of the safety program and the Employee Policy Handbook.
- Ensure the quality of the product meets the specifications listed on the drawing and WOR.
- Maintain yield tracking on assigned production lines and report weekly at a minimum through data tracking.
- Track absenteeism and timekeeping.
- Develop Production Team Leads to take a leadership role with their assigned teams, including performance reviews, development/training of teams.
- Other duties as assigned.

**Qualification Requirements:**

- Successful completion of College, or equivalent experience.
- Minimum of 5 years of experience in a production work environment preferred.
- Supervisory experience preferred.
- MRP background/knowledge preferred (QAD).
- Excellent written and verbal communication and effective human interaction skills.
- Flexible to change and possess a high degree of integrity and a “can do” attitude.
- Willing to work in a team environment and contribute to group goals.
- Able to convert units of measurement, add, subtract, multiply, and divide.
- Strong communication ability, organizational skills, and ability to direct work flow in a busy clean room environment.
- Ability to receive and provide instructions in a positive manner.

**Wage Range:** $55,000 - $65,000 - Depending on experience

Apply at: jobs.lubrizol.com/job/Victor-Production-Supervisor-Mont-59875/434375200/