

Job Profile

Job Profile:	Supervisor		
Job Family:	Operations	Sub-Family:	

Position Summary
 The focus of this position is to manage the daily activity of the Plant and insure the achievement company objectives through Lean initiatives, conformance to standards, and development of employees

- Main Accountabilities**
- Directly manage daily activities of up to 60 hourly employees- i.e. schedule attainment, attendance, conformance to company policy, conflict management, etc.
 - Insure a safe working environment and conformance to safety policies.
 - Insure conformance to quality requirements and lead quality improvements to achieve zero defects both internally and externally
 - Lead and initiate process improvements and improvement teams to insure achievement of goals and objectives.
 - Develop employees toward attainment of autonomous work teams.
 - Provide clear communication at all levels of the business from operations workforce to Senior Management.
 - Assist in creation and achievement of air plant strategy.
 - Manage production area budget.
 - Set and manage achievement of goals and objectives.
 - Insure implementation of sustainable improvements.
 - Use data to analyze performance, create and implement action plans to correct issues.
 - Embed a continuous improvement culture using lean tools and techniques
 - Identify opportunities for improvements within the area.
 - Facilitate cross functional teams for improvement activities

- Key Performance Indicators/Key Result Areas**
- PPM, Takt Achievement, Scrap % of production cost, OEE, Customer PPAP timing, Safety

Internal & External Working Relationships

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Job Requirements (Qualifications, Skills, Experience, Competencies)

Refer to protection notice ISO 16016

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QUALIFICATIONS EDUCATION and/or EXPERIENCE

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem. Knowledge of manufacturing and engineering processes. Good project management skills.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Communication, Oral and Written - Ability to communicate effectively with others using the spoken word. Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Decision Making - Ability to make critical decisions while following company procedures.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions. Ability to motivate and obtain the best from people
- Enthusiastic - Ability to bring energy to the performance of a task. Passion for World Class Manufacturing
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Problem Solving - Ability to find a solution for complex problems or to deal proactively with work-related problems.
- Team Builder - Ability to convince a group of people to work toward a goal. Demonstrate a solid track record of implementation of sustained improvements, and attainment of goals through employee engagement
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Safety/ environmental Awareness - Ability to identify and correct conditions that affect employee safety.
- Bachelor's degree in engineering, operations, business administration or related field.
- Certification in Lean CI tools is strongly desired
- Must have minimum of 5 years' experience as a supervisor within a manufacturing environmen

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- Working experience with Outlook, SAP, Excel, Word

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, extreme heat, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate.

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Position specifics / Dimension sheet

Scope	Dimension 1	Dimension 2	Dimension 3	Dimension 4

Reporting Line	Direct reports	Number of total staff

Please provide an orgchart from the SAP Org-Manager

