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# Example of Assembly Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of assembly supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assembly supervisor

* Advise managers and supervisors of production issues and offer suggestions for changes in working conditions, design, test, production procedures, and the use of equipment
* Initiate, suggest, and implement plans to motivate, empower, and develop workers to achieve work goals in a team environment
* Implement lean techniques and principles such as 5S, standardized work, waste identification and elimination, value stream mapping, team based multi-skilled workforce, one piece flow technology, visual factory concepts, and total productive maintenance
* Follow ISO/TS, safety, and environmental procedures department and corporate policies and procedures
* Keep employees informed of the company rules and regulations, and production and quality expectations
* Ensures that location priorities are met in an accurate and timely fashion
* Conducts frequent tours of the location to ensure that continuous quality improvements are being achieved
* Ensures that Material Safety Data Sheets are updated and are kept in prominent locations in Housekeeping and Laundry
* Drive to achieve world class Equipment Availability > 90%, supporting OEE >85%
* Strong ability to troubleshoot equipment and partner with Maintenance staff to ensure machine and process uptime

## Qualifications for assembly supervisor

* Typically requires a bachelor's degree and nine or more years of progressive professional experience in a related technical field with at least three of those years in a supervisory capacity
* Bachelor's degree in a technical / engineering discipline or Journeymen status with minimum of 5 years manufacturing experience
* High School Diploma or GED with 3+ years of Manufacturing
* Optimize production, production quality and the cost situation by recognizing the potential for rationalization by improving workplace design and safety
* Minimum 2 years of experience supervisory/leadership experience in a manufacturing environment
* Automotive experience preferred, but not required