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# Example of Assembly Supervisor Job Description

Our company is hiring for an assembly supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assembly supervisor

* Ability to inspect on a daily basis
* Supervise employees and serve as technical lead in the startup of new production lines
* Plan and assign work, implement policies and procedures and recommend improvements in production methods, equipment, operating procedures and working conditions
* Ensure production targets are met by assigning operators’ tasks and working with other departments
* Ensure that established policies, rules, regulations and procedures are followed
* Conduct all supervisory responsibilities concerning the hiring, training, counseling/discipline, performance appraisal, and assigning/prioritizing all work for subordinates
* Ensure effective employee relations
* Manage departmental performance measures, (KPI’s) including visual controls and provide regular progress reports to manager
* Plan and manage technical/manpower capacity and consumables
* Ensure that teams and team members have the necessary resources and training to accomplish department goals

## Qualifications for assembly supervisor

* Working knowledge of word processor, spreadsheet, and other PC applications to output reports with similar, non-creative formats is required
* Process control knowledge through the use of SPC
* Should be available to work any shift
* Acts upon requests for support and provide prompt fair handling of grievances
* Conduct individual and team coaching sessions to improve performance
* Conduct accident investigations, track absenteeism and time-keeping