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# Example of Line Leader Job Description

Our innovative and growing company is looking for a line leader. 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 line leader

* Contribute to the Customer Relations action plan and support goals and targets given by the Front Line Manager
* Use the Work Order as a guide to individual job requirements and specifications
* Set-up line or assist with line set-up as needed, using the line diagram
* Responsible for inventory control, tracking and reconciliation of customer product and components, assuring that both are correct and properly placed on the line
* Assign temporary staffing service employees to individual tasks on the line as outlined in the work order, and train them accordingly
* Oversee and monitor production flow on the line, trouble shoot problems, make equipment adjustments as needed, recommend and institute line improvements, and direct temporary staff labor issues to Assembly Team Leader
* Motivate temporary staffing service employees in order to maintain maximum production line efficiency and meet production goals
* Ensure that the completed finished product meets all specifications outlined in the Work Order and complete hourly quality checks to verify
* Ensure adherence to Company policies, SOPs (Standard Operating Procedures) and cGMPs (Current Good Manufacturing Practices), job specific instructions, and customer specific instructions
* Accurately maintain all production paperwork, including recording and reconciling temporary staff labor hours, and enter production data into the computer system

## Qualifications for line leader

* Process control knowledge
* Communicates clearly, transparently, concisely, and on a timely basis
* Degree in Business, Engineering, Supply Chain or similar qualification
* Specific expertise in Moulding, and Brushmaking technology, would be a distinct advantage
* Strong problem solving/technical skills and an ability to think creatively and generate solutions
* Bachelor's degree or global equivalent in business or technology