Example of Assembly Supervisor Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for an assembly supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assembly supervisor

- Manage suppliers and service providers that support site-specific shipping functions
- Ensure production and customer demands are met by scheduling and assigning personnel
- Support headquarters and corporate data needs, including surveys, plant profiles, websites
- Meet with site leadership (including Plant Manager, Manufacturing Engineering Manager, FAM,) as often as necessary to ensure compliance and customer satisfaction
- Evaluates and drafts timely, effective performance reviews in accordance with company guidelines
- Communicates regularly to assigned employees on matters such as business conditions, goals, trends, accomplishments, pay plan updates, and information on benefits and policies
- Will attend and actively participate in training for new supervisors as outlined by Rosemount Training & Development and departmental supervision
- Interview, hire, train, supervise, coach, motivate, develop and discipline Manufacturing Staff
- Position will be focused on manufacturing batch execution and supervision of the staff
- Oversee the day-to-day activities of the Motor Manufacturing area

Qualifications for assembly supervisor

- Minimum of 3 years previous experience in manufacturing environment as a supervisory and/or lead required, preferably within the automotive manufacturing industry
- Desired candidate will have thorough familiarity with related manufacturing operations within the automotive industry, good knowledge of production scheduling, capacity planning and supporting manufacturing functions
- Familiarity or experience with TS 196949 and ISO 9001
- Personal Protective Equipment (PPE) requirements include full face respirators, gloves, and chemical resistant suits
- Moderate lifting ability up to 50 lbs
- Ability to work in a fast paced, noisy environment