



# Example of Shift Supervisor Job Description

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

## Responsibilities for shift supervisor

- Lead and monitor daily production for assigned value stream
- Supervise and lead the activities associated with filing and assembly by providing work direction, production schedules, training for continuous improvement, and mentoring for assigned associates
- Monitor compliance to ensure orders are completed on time and desired finished goods inventory levels are maintained
- Perform data collection and provide metrics and reporting as required
- Communicate daily with Operations manager proactively providing solution to problems and concerns
- Back up to the Operations Manager of the BU (as needed)
- Management-Assigns associates to the line, communicates necessary pass up/pass down information necessary for proficient shift handoff, ensures employees are working safely and compliant with plant safety rules and GMP guidelines
- Supervise all production activities for assigned shift
- Meet or exceed productivity, cost, or other performance metric expectations for assigned shift
- Hire, train, direct and mentor shift employees with diverse language, cultural and educational background

## Qualifications for shift supervisor

- Warehouse Inventory Managements system experience

- 5 years experience within the manufacturing industry
- Minimum 3 years experience leading teams at Supervisory level
- Knowledge and understanding of ELS and continuous improvement initiatives an advantage