



Example of Supervisor Production Job Description

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Our growing company is hiring for a supervisor production. 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 supervisor production

- Responsibility to manage staff and handle discipline issues in conjunction with HR Manager
 - Responsibility to liaise with Quality Department to ensure high standards are maintained in the plant and to address any issues that arise
 - Ensure Maintenance Program is carried out by liaising with Maintenance Dept
 - Help drive the improvement of Product Quality, Hygiene Standards and Plant Efficiencies on each individual shift
 - Responsibility to ensure good Yield Control and to ensure that accurate stock systems are operating
 - Tracks and reports daily production
 - Planning - including developing /maintaining a viable plan incorporating hiring, training, capacity-modelling, efficiency/yield assumptions, ramp-rate, learning-curve
 - Analyzes hourly production numbers ensuring that efficiency, uptime, attainment goals are being met
 - Manages the department schedule, tracks the man weeks and coordinates the day-to-day workflow
 - Works with APM, PM and/or AP to meet overall production scheduling and budget requirements and helps to ensure the department budget and scheduling are updated as changes are made to the film's production flow and/or staffing profile
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- Developed personal computer skills and statistical skills required, , ability to work with peer and upper management personnel
- Use of repetitive motion of hands and wrists as necessary
- Previous Supervisor (approx
- Bachelor of Science / Engineering or relevant qualification necessary
- Solid record of attention to detail and strict adherence to procedures
- Looks ahead to ensure that department's weekly quotas, milestones & inventory expectations are met