



Example of Supervisor, Shift Job Description

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Our growing company is looking for a supervisor, shift. 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, shift

- Ensure adequate training and communication to staff related to policies and procedures
- Recommend changes to policies and procedures as needed
- Direct shift in continuous improvement initiatives, such as SPS, 6 Sigma, Kaizen events, and lean manufacturing
- Coordinate production scheduling on shift to meet customer demands, manage overtime, minimize inventory, and reduce costs
- Support quality initiatives to ensure product meets or exceeds customer expectations
- Identify, propose and implement capital projects to improve operational performance
- Teach and lead the safety process for assigned crew to prevent injuring employees
- Manage production and quality to meet customer demands while minimizing overtime and inventory
- Meet performance metric expectations using methods such as
- Build and maintain productive relationships that foster employee engagement and satisfaction

Qualifications for supervisor, shift

- Ability to lead and train workforce

- Operator qualifications, university degree, technical diploma or Journeyman trade
- Academic library experience, in Circulation/Reserve
- Direct Customer Service experience at a high volume Service Desk