



Manufacturing Supervisor

Salary, Exempt

Job Summary: Manufacturing Supervisor is responsible for coordinating the Manufacturing production schedules with the Master Scheduler and maintaining and executing the scheduling plan. This person demonstrates clear knowledge of the production cycle and material planning, can problem solve and multi-task and exhibits strong time management skills to meet deadlines while maintaining compliance with all company policies and procedures. This individual coordinates and interfaces with the Packaging, Quality and Warehouse Departments to provide optimum cross-functional planning and execution of plant operations. Manufacturing Supervisor maintains a high level of professionalism and conveys excellent oral, written and interpersonal communication skills with his/her employees.

Reports To:

- Manufacturing Manager

Supervises:

- Manufacturing employees

Essential Functions:

- Effectively trains and supervises employees in the Manufacturing Department
- Exhibits clear understanding and ensures compliance to cGMP and Standard Operating Procedures
- Demonstrates a working knowledge on how to operate, clean and maintain production equipment
- Drives process improvements and presents innovative solutions to recurring issues
- Provides both verbal and written communication regarding project status, risks, and issues
- Helps establish and maintain effective work relations and communication within the Manufacturing Department
- Helps identify issues and concerns that may have an overall effect on the quality, efficiency, and cohesiveness within the department
- Demonstrates a working knowledge of the production environment and workplace safety
- Ability to interfaces effectively with all levels of the organization in a positive and professional manner

Education and Experience:

- High School Diploma or equivalent
- Ability to read and write basic English
- Ability to lift 50lbs from ground to waist
- Basic math knowledge (addition, subtraction, multiplication, division)
- Ability to work 8 to 10 hours a day standing up

Work Environment and Physical Demands:

- Effectively works under pressure and meets tight deadlines
- Ensures strong sense of personal and professional ethics and character
- Demonstrates strong analytical skills with ability to analyze and interpret data
- Maintains excellent oral, written, presentation and interpersonal communications skills
- Team player with the ability to interface effectively with all levels of the organization, executives, staff, clients, outside agencies, organizations, and individuals
- Conveys a professional and positive image and attitude
- Demonstrates commitment to continued professional growth and development

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.