

Production Control Supervisor Job Description

Responsibilities: Here is a list of duties that are typically performed by people in this position. It is not intended to list all duties and responsibilities. Individual agreements may be made between a supervisor and employee to modify this list.

- Purchasing of raw materials
- Production scheduling & forecasting, accurate data entry of production
- Material inventory management (i.e. days on hand, turnover, scrap control, finished goods, raw materials, etc.)
- Mentor, lead, direct & assist subordinates in the performance of their daily activities
- Initiate, implement & maintain state of the art materials management principles
- Responsible for all internal and external department reporting
- Manage all shipping/receiving functions through active involvement
- Maintains & develops supplier base to meet specific criteria
- Leads multi-disciplinary teams
- Leader in developing continuous improvement activities
- Ensure all company policies and work rules are being followed and are administered fairly
- Maintains a clean, orderly and organized work environment
- Plans and implements items necessary for new product programs
- Supports ISO 9001 functions and ensures procedures of responsibility are maintained and followed
- Communicates and interrelates with other departments in a positive and timely manner
- Develop and maintain bill of material on all part numbers
- Lead customer contact for production and shipping execution
- Assists in plant layout and material flow design
- Develop and maintain all import and export products including NAFTA, customs, etc.
- Other duties as needed

Skills Preferred:

- Effective at training, coaching and leading others
- 4-5 years manufacturing experience
- Excellent communication skills
- 4-5 years materials experience
- Able to develop and quantify data for review and analysis
- Strong computer skills
- Advanced writing skills
- ISO 9001 understanding
- Statistical process control
- Manufacturing software development & implement
- Supervisory experience
- Individual project management skills
- Team building skills
- Able to lead problem solving activities
- Advanced math skills
- Hi-lo license
- Organizational skills

Physical Requirements:

- Must be able to stand for 8 hours per day as needed
- Must be able to use both hands
- Must be able to twist, bend and lift up to 30lbs
- Must be able to climb a 4-6 foot step ladder multiple times per day