



JOB DESCRIPTION

JOB TITLE: Production Supervisor

RESPONSIBLE TO: Production Manager

HOURS OF WORK: The basic contract will be for 40 hours.
7:45-4:30 pm Monday to Thursday with a 30 minute unpaid lunch break and 15minute paid morning break; 8am-3:30pm Friday.

PLACE OF WORK: The job is based at the Brandon factory.

Responsibilities

- Line Management Responsibility
 - Motivate and lead a team to achieve results
 - Effectively communicate production targets
 - Manage individual performance
 - Ensure employee evaluations are effective and completed as required
 - Take full responsibility for workforce and resource planning in your area
 - Manage the recruitment and selection process for your area
 - Take the lead role in all employee relations and/or performance management issues within your team
 - Lead the training and development of your team, ensuring you develop a multi-skilled workforce

- Production Efficiency and Cost Reduction
 - Accountability for the following areas within your team, ensuring you look to continuously improve:
 - Waste management
 - Labour costs
 - Production output
 - General maintenance
 - Stepped capacity increases
 - Ensure compliance in relation to adherence of quality standards
 - Cement a culture of continuous improvement

- Review, develop and implement improvements to production processes
- Maintain Company Standards
 - Responsibility for production housekeeping standards in your area
 - Ensure all employees work within Health and Safety standards
 - Quality standards must be adhered to at all times

Skills & Experience

- Minimum 5 years' experience within a manufacturing environment
- Minimum 3 years' experience within a line management capacity
- Experience of a high variety/low volume environment is advantageous
- Ability to lead and make decisions
- Ability to support and develop a team to achieve results
- Strong written and verbal communication skills
- Ability to persuade and influence at all levels
- Excellent planning and organisation skills
- Ability to adapt and respond to change
- Able to demonstrate ability to achieve objectives and exceed expectations