

<b>Job ID:</b>	357
<b>Job Title:</b>	Production Supervisor, 2 <sup>nd</sup> Shift
<b>Degree Requirements:</b>	Associate's Degree or equivalent work experience Gaining the required machine & tooling knowledge
<b>Years of Experience:</b>	3 – 5 in a Manufacturing Environment
<b>Type of Position:</b>	Direct Hire
<b>Location:</b>	Near Rome, GA
<b>Salary Range:</b>	Depends on expertise and experience
<b>Travel Required:</b>	Less than 10%

**Please help the reader (s) of your résumé by telling us what your employers do / did to make money. Do not assume that the reader knows what your employers do / did.**

**One or Two sentences will suffice.**

We are working with our client near Rome, GA to find highly qualified and motivated candidates for a direct hire of a 2<sup>nd</sup> Shift Production Supervisor.

**Extensive Benefits Program** that includes ( some items that are paid for by the client and some by the employee ), but is not limited to:

401(k), Medical FSA, Basic Life Insurance, Short & Long Term Disability Insurance, Voluntary Whole Life Insurance, Critical Illness & Group Accident Insurance, 11 Paid holidays, paid vacation time determined by time accrual, and bonus based on Safety, Production, & Quality.

The expectation to reach full proficiency in the position is 6 to 9 months.

Working in metal cutting, machining & welding environment the successful candidate will plan, direct, & coordinate work in assigned department. You will make work assignments, train employees, make formal appraisals of performance & enforce discipline and plant rules. In addition, you will make decisions on basis of safety, quality, costs, & efficient use of machinery, control of scrap, budget constraints & schedules for production. This position will be required to supervise 22 - 50 second shift employees involved in cutting, machining and welding operations.

The **MUST HAVE REQUIREMENTS** for this position are:

- \* Associate's Degree or equivalent work experience attaining required machine & tooling knowledge
- \* 3 – 5 years' experience in a Manufacturing Environment
- \* Hold Forklift certification / license
- \* Be able to communicate at all levels of the organization
- \* Ability to sustain attention to detail, visualize 3 dimensional forms, correctly identify resolve problems

**PLUSSES** in this position are:

- \* Prior supervisory training
- \* On-going supervisory training

\* Overhead Crane Certification

**Reporting to the Production Manager, the RESPONSIBILITIES of the position include, but are not limited to:**

- \* Direct production & shipping of products
- \* Manage & increase production & product quality by assignment / re-assignment of work stations
- \* Manage schedules to assure optimization of skills & equipment assuring timely response to priority orders
- \* Provide technical assistance
- \* Monitor setups, interpretation of work orders, & approval of machine programs
- \* Prepare cost data & estimates for preparation of departmental budgets
- \* Conduct safety meetings, train operators in safe handling of materials & safe operation of machines, tools and equipment
- \* Enforces rules covering use of protective gear & housekeeping in work areas
- \* Train & Cross -Train equipment operators
- \* Responsible for control of materials used in the department ( measure consumption, losses & scrap )
- \* Investigate accidents & report on findings + making recommendations for preventative measures
- \* Working with Manufacturing Engineer lays out jobs to be done on various machines
- \* Compile data & prepare departmental recaps / reports on production, quality & related information
- \* Performs annual performance reviews of subordinates & recommends wage increases
- \* Formulates & monitors performance improvement plans
- \* Administers plant rules and disciplinary policies
- \* Must know and understand client policies, procedures, & administration
- \* Troubleshoot machine & tool related problems
- \* Improve productivity, quality, & reduce costs
- \* Maintain confidentiality of personnel records of assigned employees
- \* Plans & supervise a variety of operations while working with various departments to manufacture components in accordance with company policies, manufacturing standards and methods, product requirements, quality standards and production schedules
- \* Coordinate & oversee product flow through the factory ensuring efficiency & productivity in support of overall company goals and objectives.

If you meet these requirements and wish to be considered for this position, send your résumé, that **includes what your employers do to make their money**, to us in a Word document without Headers / Footers, or Text Boxes at [Resumes AT PinnaclePlacementGroup.com](http://ResumesATPinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

**\* ALL CLIENTS REQUIRE, BACKGROUND CHECKS & DRUG TEST AS A PART OF PRE- EMPLOYMENT HIRING PROCESS.**

**In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.**

**KEY WORDS:** Production management, Production supervisor, Metal cutting, machining, welding, train employees, performance appraisals, discipline, plant rules, safety, quality, costs, machinery usage, control of scrap, budget constraints, production schedules