

WIKA Instrument Corporation

Manufacturing Supervisor - 3rd shift

BASIC PURPOSE

Supervise production line operation in accordance with plant policies and procedures.
Ensure smooth production operation during shift.

ESSENTIAL FUNCTIONS

- Supervise production line operation in accordance with plant policies and procedures.
- Train and coach production line employees.
- Conduct employee performance reviews.
- Responsible for shift schedule to include: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations.
- Coordinate production startups, shutdowns, and changeovers.
- Coordinate with Manufacturing Manager for appropriate staffing levels.
- Schedule and conduct shift meetings.
- Responsible to meet shift production goals.
- Responsible for quality control. Make adjustments as necessary during shift to produce product within specifications. Reject product outside of specifications.
- Manage for Daily Improvements. (MDI)
- Operate within standard operating procedures (SOPs) and special instructions (SIs)
- Communicate with other Shift Supervisors and Manufacturing Managers.
- Ensure a clean and safe work environment. (5S)
- Complete shift paper work. (SQDC)

JOB SPECIFICATIONS/PERSONAL QUALIFICATIONS:

- High school diploma or equivalent required. College degree preferred
- 2 years supervisory experience in a manufacturing environment required
- Basic computer skills, knowledge of Word & Excel
- Ability to lead a team to a common goal to produce results
- Ability to learn and understand all departmental jobs
- Able to work with 1st shift supervisor and department manager to diagnose problems and areas of opportunity to create a pleasant working environment
- Ability to multitask
- Manual dexterity required for operating machinery and computers.
- Ability to lift up to 30 pounds required.
- The ability to stand for long periods up to eight or more hours at a time
- Able to work in noisy environment.
- Specific vision abilities required by this job include color vision and the ability to distinguish between subsets of individual colors and quality of colors.

It is the policy of WIKA Instrument Corporation to afford equal opportunity for employment to all individuals regardless of race, color, religious creed, sex, age, national origin, disability or veteran status.

Qualified applicants please submit your resume with salary history to resumes@wika.com. Due to overwhelming response we will only be able to contact those applicants we wish to pursue.