



Production Team Lead

Summary:

Under the direction of the Manufacturing Manager, the Team Lead oversees the completion of work orders and the manufacture of product. The Team Lead is also responsible for personnel management, employee attendance, performance, safety and training.

Essential Duties and Responsibilities

This list of duties and responsibilities is not inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Manage the production schedule and ensure proper completion of production work orders
2. Collect required materials and assemble products according to company procedures
3. Manage inventory levels including tracking non-production scrap, Kanban maintenance and cycle counts
4. Ensure product is packaged and labeled properly
5. Prioritize department workflow and direct associates to time sensitive tasks
6. Recognize production issues and take corrective action
7. Communicate with Manufacturing Manager and assist in disciplinary action as required
8. Provide feedback for associate and peer performance reviews and recommendations for associate promotion opportunities or disciplinary requirements
9. Approve department schedule and timecards, including overtime hours and vacation schedules
10. Support and enforce compliance of OSHA job safety and health initiatives required of the organization
11. Exemplifies what it means to be a PROFESSIONAL
12. Understand and exemplify the four fundamental business drivers
13. Participate in the Team Lead meetings, present issues and find a resolution
14. Keep warehouse area clean and organized
15. Participate in cross functional teams to ensure continuous on-going improvement of processes, methods, productivity and quality, while reducing costs
16. Comply with all quality, safety and sanitation regulations
17. Perform other duties as assigned

Education and/or Experience

Requires a two-year associates degree, or equivalent experience, and two years of supervisory experience in a manufacturing environment. Work well in a team environment and be willing to assist peers whenever necessary.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to speak effectively to customers or employees of the organization.

Reasoning Ability

Ability to apply commonsense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete or abstract variables in a variety of situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit and use hands to finger, handle, or touch objects, tools, or controls. The employee regularly is required to talk or hear. The employee is frequently required to stand, walk, stoop, kneel, crouch, and/or crawl. The employee must occasionally lift and/or move up to 50 pounds, usually waist high, up to 100 feet away. Specific vision abilities required by this job include close vision, color vision and depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to moving mechanical parts, fumes or airborne particles, fluctuations in temperature and/or risk of electrical shock. The noise level in the work environment varies by department. Personal PPE and safety procedures are available to minimize exposure to risk.

Interested Parties:

Interested parties should apply via our website: mwicomponents.com/apply

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