

Production Supervisor Job Description

Duties and Responsibilities:

- Accomplish manufacturing staff results by planning, monitoring, communicating job expectations and appraising job results; counseling, disciplining and coaching employees; coordinating, initiating and enforcing systems, procedures and policies
- Maintain staff by recruiting, orienting, selecting and training employees; and developing personal growth opportunities in them
- Maintain work flow by setting process variables, monitoring steps of the process; observing equipment and control points; monitoring resources and personnel; developing reporting systems and procedures, studying methods; facilitating corrections to malfunctions, implementing cost reductions; initiating and developing a spirit of cooperation between and within departments
- Ensure operation of equipment by evaluating new equipment and calling for repairs of old ones
- Provide manufacturing information by sorting, initiating, compiling, and analyzing production performance data and records
- Educate and direct employees on the use of equipment, all control points and resources
- Contribute to team effort.

Production Supervisor Requirements – Skills, Knowledge, and Abilities

- 2+ years of experience of managing and leading people in a production environment
- English Communications Skills
- Computer literacy essential
- Proficiency in MS-Office suites
- A team player

- Ability to work on own initiative
- Strong understanding of the expectations associated with leading a production team.