

Basic Job Responsibilities:

American Mitsuba Corporation, an automotive parts supplier, has an opening for a 2nd shift Production Supervisor. The Supervisor is responsible for supervising and coordinating activities of production assembly workers. Primary responsibility requires ensuring each team member is meeting performance requirements for customer specifications & delivery while meeting plant safety, quality, productivity and cost objectives. Some essential duties and responsibilities of this position include:

- Establish & maintain constructive relationships with subordinates, peers and other support departments.
- Perform general supervisory duties, such as scheduling, assigning/directing work, training, coaching, counseling, investigations and disciplinary actions including termination.
- Troubleshoot work-related production problems to identify source of problem, by applying personal experience, research data, interact with subordinates, peers, or engineering to help resolve issues.
- Communicate with subordinates, peers, department management, support departments, customers, and others via memos, reports, verbally, electronically, etc.
- Monitors overall production activities in assigned departments(s) making sure processes are functioning properly, supplies are available, production documents/labels are accurate, set-ups and repairs completed in a timely manner.
- Ensure compliance to written guidelines, WIS, policy, procedures, health & safety, all applicable local, state & federal regulations.

Education, Experience & Other Skills and Abilities:

- Associates Degree in Supervision, Business Management and 1-2 years related verifiable manufacturing experience; or equivalent combination of education and experience.
- Excellent verbal and written communication skills and the ability to write routine reports and speak effectively in front of groups of Associates or customers.
- Ability to read/interpret documents including understanding machines in the department, on how they function and what their capabilities/capacities are.
- Leadership ability, willing to learn and some travel.
- Computer skills including Microsoft Office suite and Outlook email.

Equal Opportunity Employer