

# SIMCONA

SOURCING, PROCUREMENT & LOGISTICS

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## PRODUCTION SUPERVISOR – PANEL BUILDING

**Position Charter:** Production Supervisor - Panel Building

**Reports To:** Vice President of Operations

**Job Summary:** Production Supervisor is the on-site leader for Panel Build operations. This position directly supervises and coordinates all production activities.

### **Responsibilities & Duties:**

- Manage all day-to-day production in Panel operation. Includes focus on safety, quality, delivery, inventory, and productivity. Balance quality, productivity, cost, safety, and morale to achieve positive results in all areas.
- Embrace continuous improvement mindset; work to continuously improve in all areas.
- Maximizing performance of employees through coaching, teaching, disciplining, and motivating.
- Manage and track employee timekeeping (vacations, absenteeism, etc.).
- Ensure appropriate resources are always in place to ensure smooth production.
- Maintain proper inventory levels. Work with Buyer(s) to identify needed materials and ensure all materials are in place when needed for production.
- Develop and maintain capacity plan ensuring proper resources are available.
- Ensure processes and procedures are being followed throughout the operation.
- Work closely with Materials Manager to coordinate production activities with material availability.

### **Qualifications & Skills:**

- American citizen and/or legally allowed to work in USA.
- Working knowledge of electrical panel production including UL508a, UL1995, and NEC standards preferred.
- Knowledge of production processes, quality control, Lean concepts, and effective techniques used to maximize production.
- Computer skills including Microsoft Office Word, Excel, PowerPoint, and ERP systems.
- Must be able to work independently, with minimal supervision.
- Be dependable and detail orientated.
- Have the ability to perform a variety of complex tasks requiring knowledge of panel assembly.
- Strong problem-solving skills. Ability to evaluate complex problems and effectively implement solutions.
- Ability to read and interpret electrical and mechanical engineering documents.