AD-TECH MEDICAL INSTRUMENT CORPORATION

Job Description
Shift Supervisor

Reports to:

1) Production Manager
2) VP of Operations

Purpose / Description

The position of Production Supervisor consists of supervising and coordinating the activities of production and operating workers. Major responsibilities include supervising workflow, managing due dates, identifying efficiencies/deficiencies, confirming Standard Operating Procedures (SOPs) are being followed and documents are being filled out correctly and according to – Good Documentation Practices (GDP).

Qualifications:

Minimum Qualifications:

- Previous Manufacturing leadership experience
- Strong knowledge of manufacturing processes
- Proficient in Microsoft programs
- Demonstrated ability to direct, coach, and train associated as well as plan, monitor and schedule work
- Demonstrated ability to analyze and resolve problems
- Able to evaluate current processes and procedures for opportunities to implement new and necessary improvements and/or additions.

In Addition:

1) Knowledge and understanding of FDA regulations under 21 CFR 820 as well as other applicable standards and country requirements (e.g. ISO13485, PMDA, CMDR)
2) Ability to communicate in English with both verbal communication and written instructions
3) Ability to read standard and metric rulers
4) Professionalism
5) Good organizational skills
6) Handles pressure
7) Attention to details
8) Good verbal communication skills
9) Good listening
10) Lead by Example

Education and/or Experience:

1) Supervisor/Leadership experience
2) Moderate-term on-the-job training

Competencies:

- Leadership – job requires a willingness to lead, take charge, and other opinions and direction.

- Dependability – job requires being reliable, responsible and dependable in fulfilling obligations.
- Self-Control – job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Attention to Detail – job requires being careful about detail and thorough in completing tasks.
- Stress Tolerance – job requires accepting criticism and dealing calmly and effectively with high-stress situations.
- Development – job includes overseeing multiple process and department leads
- Evaluating current processes and procedures and implementing new and necessary improvements and additions.

Principal Duties and Responsibilities

Oversee production and managing multiple priorities across the production areas and shifts. Duties may include but are not limited to:

- Assigns production schedules and tasks to ensure that production builds and priorities are being met.
- Ensures that all employees have the proper training in their given process and make certain that they approach their work in compliance with procedures and policies.
- Provides and/or assigns training as required to assure process and standards are met.
- Keeps track of group attendance daily and addresses issues in a timely manner.
- Provides recommendations and input into the employee evaluation and disciplinary process(es).
- Generates ideas and implements changes in processes and use of equipment to increase efficiency, improve safety and quality, reduce costs, and improve employee morale.
- Ensures safety in all areas of responsibility and adherence to all safety rules and programs.
- Ensures personnel are following schedules, including start time/end of shift and break/lunch schedules.
- Coordinates manufacturing activities to ensure production and quality of products meets specifications.
- Coordinates shift changeover to ensure that all areas have work orders available to them, and to determine priorities per area.
- Collaborates daily with the Shift Leads, Supervisors, and Production Manager
- Monitors job duties to ensure that all pertinent SOP's and Work Instructions are followed, and all activities are documented properly.
- Ensures product flow is being maintained and due dates will be met.
- Provides materials to personnel, as needed.
- Participates in revision of departmental SOP's and other CGMP documents, as needed.
- Participates and aids in hiring decisions
- Participates in and supports company activities and events.
- Additional duties as assigned.

Impact of Decisions

- Requires making decisions that may impact co-workers, clients and the reputation of the company.

- Opportunity to make decisions without supervision
- Includes responsibility for work outcomes and results

Skills

Basic Skills

- ***Active Learning*** Understanding the implications of new information for both current and future problem-solving and decision-making.
- ***Active Listening*** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ***Critical Thinking*** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ***Learning Strategies*** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- ***Mathematics*** Using mathematics to solve problems.
    - -*Measurements*: Ability to read and use metric and standard rulers.
- ***Monitoring*** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ***Reading Comprehension*** Understanding written sentences and paragraphs in English, in relation to work related documents.
- ***Speaking*** Ability to communicate in English to convey information effectively.
- ***Writing*** Communicating effectively in writing as appropriate for the needs of the audience.