

# **ASSISTANT SUPERVISOR**

## **Night Shift**

### **Scope:**

In conjunction with the Assembly Supervisor, the Assistant Supervisor ensures the smooth and efficient operation of all production functions including product assembly and packaging, through the supervision, guidance and direction of production staff.

### **Description:**

- Ensure all activities/operations are in accordance with Quality System, SOPs, Master Samples, Drawings and consistent with ISO guidelines.
- Organize shift start, order set-up, schedule preparation and end of shift.
- Ensure all production documentation had been reviewed and verified by the responsible staff.
- Verify product inventory/lot on AS400 and record shift production on MRP.
- Assign appropriate pallet masters according to type of product to ensure correct group for sterilization loads.
- Direct employees in a fair and constant manner.
- Ensure Operators know how to operate equipment and that they fully understand the requirements of each task.
- Correct and motivate employees who do not follow directions, policies or procedures.
- Assist Material Handlers with use of RF Scanner during palletization of finished goods.
- Ensure all components match with the work order list of items (or Bill of materials) with respect to part and lot numbers.
- Monitor assembly and packaging activities and report concerns, problems, quality issues or deviations to the Assembly Supervisor.
- Monitor production quota and advise Operators of status and report periodically to Assembly Supervisor.
- Conduct in-process verification according to SOP.
- Immediately report any kind of wastage and high waste areas to the Assembly Supervisor.
- Report machine issues to maintenance and Assembly Supervisor to ensure continuous operations.
- Ensure the cleanliness, sanitation and safety of the Operators is maintained.

### **Knowledge/Experience & Education:**

- High School Diploma.
- Minimum 1 year supervisory experience as a Lead Hand or Assistant Supervisor.
- Minimum 5 years Production experience in a manufacturing environment.
- Assembly and packaging of sterile and non-sterile products in an ISO environment is a definite asset.
- Experience working with MRP and RF scanners.
- Posses an Adaptable, positive attitude with the ability to work well under pressure.
- Ability to work independently and as part of a team.
- Excellent command of English communications skills, both verbal and written.

### **Other Information:**

- Night shift
- Continental Shift schedule (7pm to 7am)
- Company paid benefits

If you have experience working as a Lead Hand or Assistant Supervisor in conjunction with the skills noted above and looking to join a dynamic, busy environment where you are involved with everything in a production facility - we encourage you to apply for this position!

*We thank everyone for their interest however only those chosen to be interviewed will be contacted. No telephone calls, no drop-ins and no agencies please.*