

PRODUCTION SUPERVISOR

Company: Litens Automotive Partnership

Location: Woodbridge, ON

Status: Full-time, Employee

Job Category: Production

QUALIFICATIONS

- Health & Safety training (WHMIS) & First Aid
- Minimum two years supervisor experience in a manufacturing environment
- General user knowledge and capability with Lotus Notes, Excel and MS Word or similar applications.
- Good written and verbal communications skills.
- Over time as required.

DUTIES AND RESPONSIBILITIES

- Reinforces company policies and procedures
- Ensures that department and employees comply with Quality Systems and ISO 14001 requirements.
- Trains new production operators and documents training.
- Ensures that production operators understand and are following Process Standards, Reaction Plan and Special Operation Instructions.
- Reinforces performance expectations that have been communicated to production operators;
- Coaches employees on an ongoing basis to help them fulfill performance expectations;
- Provides production operators with expectations and regular feedback regarding quality of work, efficiency, and punctuality;
- Assists Production Superintendent in disciplinary issues, as required;
- Collects and records production data including end of shift production totals, 1 hour productivity checks and sorting information on appropriate forms; for on line sorting
- Utilizes the Workforce Management Tool to fairly place operators at positions and take advantage of the ergonomic benefits of the rotative nature of operator placement.
- Verifies results of the production shift reports and ensures that appropriate actions have been taken to resolve production rate deficiencies on a daily basis.
- Ensures start up return from breaks and shift end are efficient and productive. Monitor the line to line transfer of operators based on the workforce placement recommendations.
- Utilize two way radios to ensure that necessary material is available to the production operators; including sufficient pull tags, box labels, job specific materials and packaging materials;

- Responds to supervisor alert lights promptly decides appropriate and necessary actions to be taken to resolve the condition. Both short and long term fixes should be considered before arriving at a decision.
- Monitors repair and recovery actions to minimize excessive downtime. Elevates the concern to production Manager or Plant Manager when repair time is exceeding established standards.
- Utilizes shoplogix data collection software to track line down time and overall line productivity.
- Scans the appropriate down time code as necessary and prepares daily summary of chronological activities on designated lines

- Assists Production Superintendent in ensuring that plant cleanliness is maintained; utilizes specific staff for housekeeping activities, including grounds, as necessary.
- Ensures that all employees' questions, suggestions and concerns are addressed in a timely manner; communicates regularly with all employees.
- Ensure that Quality Systems policies and procedures that apply to manufacturing operations are understood by all employees and followed.

About the Company

Litens Automotive Partnership is a dynamic world class manufacturer of engineered power transmission systems and components. An ISO/TS-16949 registered Tier I supplier in the automotive industry, Litens Automotive is committed to attaining excellence in every aspect of its operations.

To apply, please send your resume to:

employment.info@litens.com

We thank everyone for their applications; however, only qualified applicants meeting all of the above stated application criteria will be contacted.

No phone calls please.