

JOB TITLE: Production Supervisor

Position Summary:

The Production Supervisor is responsible for supporting the Operations team in all facets of production.

Responsibilities:

- Supervise, train and develop a team of engaged production employees.
- Coordination and development of production schedule with the Production Planner.
- Report on daily production totals on multiple projects and multiple production areas.
- Assist in monitoring inventory levels and available materials to support production and report shortages immediately to Management team.
- Assist in reviewing customer orders and deadlines to support the production plan and report issues to applicable Management team immediately.
- Establish weekly production targets that align to available products.
- Report, manage, oversee, and rapidly provide detailed tactical guidance to Operations to maintain required production and shipping/receiving levels.
- Support Process Engineering and Operations with accurate data and reporting.
- Track product from point of receipt in the production area and through production to ensure product is completed in a timely fashion.
- Plan daily headcount to ensure daily and weekly production goals are met.
- Track labor hours and job assignments for production team and report to applicable Management and Operations team daily.
- Proactive in working with Operations in sourcing and forecasting headcount for upcoming production targets.
- Ability to balance current workforce to ensure production goals are met.
- Ability to conduct time studies to ensure UPH goals are aligned with the production process.
- Resolve simple production issues and escalate more complex issues to the correct teams.
- Contribute to Production activities as volume dictates.

Skills and Specifications:

- 2+ years supervisory experience, preferably with production industry knowledge
- PC skills including solid knowledge of MS Outlook and Excel
- Clear written and oral communication skills; ability to communicate via email and phone directly with Customers
- Ability to effectively manage operations and troubleshoot issues
- Excellent critical decision making, organizational and prioritization skills
- Attention to detail; accurate record keeping



- Must be able to work in a demanding and fast paced environment
- Quick learner and adaptable to changing requirements
- 2-year degree a plus.

Physical Requirements, with or without accommodation:

- Ability to stand and walk 60%-80% of the time daily
- Ability to lift 20 lbs.
- Ability to work in non-climate-controlled environment