

<b>TITLE: Production Department Supervisor</b>	
<b>Classification: Hourly</b>	<b>Department: TBD</b>
<b>Date: 5/23/2024</b>	<b>Reports to: Vice President of Production</b>

Richardson Sports, a full line headwear and sports apparel manufacturer, is looking for a talented individual with experience in supervising a team of individuals producing products in a variety of ways to meet customers specifications.

**Essential Duties and Responsibilities:**

- Balances quality, productivity, cost, safety and morale to achieve positive results in all areas.
- As issues arise, utilizes Lean Manufacturing and Continuous Improvement methodologies to create better process and quality checks.
- Using HRIS systems, tracks and manages Employee, hours, PTO, absenteeism. Maintain semi/annual reviews and coaching.
- Using ERP/Work Order Management Systems, create reports and delegate daily production for assigned area to leads and operators.
- Ability to plan and maintain a production schedule several weeks out.
- Creates and manages KPI's/. provides regular progress reports to both the team as well as upper management.
- Management of Consumables Inventory. Submit Procurement requests via internal systems.
- Review and update SOP's on a regular basis

**Education and Experience:**

- High school diploma or GED required.
- Three to five years related experience and/or training.
- Have worked with ERP, WMS, CRM or Work Order Management Systems
- Bilingual in Spanish/English is a plus

**Job Knowledge, Skills and Abilities:**

- Must be able to read and interpret production sheets, use simple math, and use basic handheld measuring tools.
- Utilization of the Office suite of tools (Word, Excel, PowerPoint, Outlook) . Ability to effectively present information and respond to questions from managers, customers, and employees.
- Must be self-managing as well as an effective communicator. Able to delegate.

**Supervisory Responsibilities:**

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Physical Demands:**

- Light to moderate physical effort required.
- Must be able to lift up to 25 pounds.
- While performing the duties of this job, the employee is regularly required to stand for up to 8 hours. The employee frequently is required to use hands and fingers, to feel objects, use tools or controls. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**Personal Protective Equipment:**

- Ear protection is optional.

**Work Environment:**

- Work performed in a plant environment.

**You will be required to perform other duties as requested, directed or assigned.**