

PRODUCTION SUPERVISOR



Date: 8/9/2016

Location: Elgin, IL USA

Department: Quality

Job type: Full-time, Salary

Company Overview

Newhaven Display is a leading global display company that produces electronic display products for a wide variety of markets and applications. Our products include cutting edge LCD, VFD and OLED technologies.

Benefits

At Newhaven Display, you are empowered to create a career that will take you to where you want to go. Here, you'll enjoy the freedom to explore new projects, the support to think outside the box and the advanced tools and technology that foster innovation and achievement. We offer an excellent working environment, salary and benefits package including vacation pay, medical, profit-sharing and advancement opportunities within the company.

About the Job

Newhaven Display is seeking a full-time Production Supervisor to oversee and coordinate the daily warehouse and order processing activities. You will implement production, productivity, quality, and customer service standards and achieve the appropriate level of volume within time limits. The goal is to ensure that daily operations meet and exceed daily delivery and performance expectations.

Responsibilities

- Schedule and prioritize customer orders that require electronic assembly, soldering, and various value-add work.
- Determine and maintain staffing level necessary to complete scheduled work before deadlines.
- Organize and maintain electronics lab to ensure product quality, tool & equipment availability, and work area cleanliness.
- Ensure efficient product flow in and out of the value-add processes.
- Ensure shipment and inventory accuracy by learning and correctly using an ERP system throughout the assembly and value-add processes.
- Create, Record, and Track key process metrics and team members' performance.
- Use critical thinking skills to re-prioritize work when necessary.
- Use team working skills to distribute and delegate work to ensure all deadlines are met.
- Coordinate activities with Warehouse, Engineering, and Customer Service departments.
- Control of non-conforming material and customer property

Requirements

- High school degree or higher
- Warehouse or transferable supervisor experience
- Highly effective supervisory skills and techniques
- Knowledge of cycle count practices
- Knowledge of inventory management processes and MS Office proficiency
- Hands-on commitment to getting the job done
- Proven ability to direct and coordinate operations
- Ability to communicate clearly and professionally, both verbally and in writing
- Self-starter and results oriented individual is a must
- Strong organizational and time management skills
- Ambition, strong work ethic and willingness to learn
- Must be able to stand for majority of the day