



An ATN Services Company

# Professional Industrial Consultants

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## PRODUCTION SUPERVISOR

### Major Duties and Responsibilities:

- Meets production cost schedule and maintains quality requirements
- Complies with the terms of Local and National Labor agreements
- Implements divisional and corporate policies
- Implements safety and good housekeeping standards
- Frequent contact with others outside the work group
- Trains, develops, and evaluates employees
- Keeps management informed of developments as they occur
- Maintains corporate management control systems (Audit Reports and Information, GM Time Keeping System (GMTKS), Grievance Systems, etc)
- Maintains department records
- Responsible for effective use of personnel, material and equipment in supporting SPQRC initiatives
- Must support plant in achieving Safety, People, Quality, Responsiveness and Cost goals
- Must be willing to work any assigned shift, work daily, weekend, and holiday overtime as required
- Supports/implements the QS9000/ISO14001/(GMS) Global Manufacturing System compliance processes

### Required Skills/Experience:

- Automotive experience
- Knowledge of manufacturing processes and procedures
- Knowledge of basic math
- Oral and written communication skills
- Understanding of basic technology of area where assigned
- Relatively high level of analytical ability where problems are complex
- Minimum high level of interpersonal skills to work effectively with others, motivate employee and elicit work output
- Experience working in a represented environment
- Knowledge of and ability to insure a safe industrial work environment

### TYPICAL DAY and RESPONSIBILITIES:

Start of shift meeting 30 minutes prior to shift

Check manpower, set the lineup

Check quality throughput, managing people, etc.

Attend end of shift meeting 30 minutes after end of shift to catch up the new production supervisor.

General Assembly manufacturing plant

Ensuring safety of staff

Maintaining quality of product

Continuous improvement / throughput

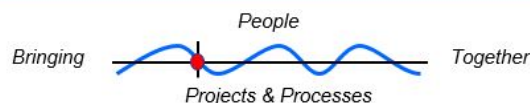
Meeting budgets that are set for them

Working within PeopleSoft to supervising employees, monitor scheduling of employees, approving timesheets, etc.

**Preferred Work Schedule:** Available to work all shifts and weekends up to 60 hrs per week

**Required Education/Training:** Minimum High School Diploma or GED

- ♦ OVERALL PROGRAM / PROJECT MANAGEMENT
- ♦ MASTER PROGRAM / PROJECT SCHEDULING
- ♦ TECHNICAL SUPPORT / CONTINUOUS IMPROVEMENT
- ♦ ENGINEERING / FABRICATION / TESTING / LOGISTICS
- ♦ INSTALLATION / QUALITY / INITIAL ACCEPTANCE
- ♦ COMMISSIONING / LAUNCH / FINAL ACCEPTANCE



- ♦ STAMPING / PRESSES / MILLS ♦
- ♦ BODY SHOP TOOLING / AUTOMATION ♦
- ♦ PAINT FINISHING SYSTEMS ♦
- ♦ GENERAL ASSEMBLY TOOLING ♦
- ♦ MATERIAL HANDLING / CONVEYORS ♦
- ♦ PLACEMENT SERVICES ♦