



PRODUCTION SUPERVISOR

POSITION SUMMARY

The primary function of this position is to oversee the day to day success and safety of the door shop/mill production operation. The Production Supervisor is responsible for employee safety programs, production scheduling, quality control, inventory management, expense procurement, shipping of stock, and maintaining customer relations and deadlines.

ESSENTIAL FUNCTIONS

- 100% compliant with safety rules and regulations (environmental, health & safety)
- Regularly contact customers to coordinate the production of their orders
- Analyze weekly inventory of all items used in production to maintain superior material management and on time delivery
- Maintain high product quality standards by checking each unit as it is completed
- Forecast weekly manpower and scheduling needed to execute up-to-date order production
- Coordinate production schedule and instruct employees and temporary help on their duties for the day.
- Maximize production by strategically placing people where they are needed
- Maintain the safety of the working environment, equipment and employees
- Perform preventative maintenance on machines as scheduled to ensure optimal quality of all machinery
- Troubleshoot mechanical problems as required on machinery
- Use lift truck to load and or unload trucks with items received or shipped
- Must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 80 lbs of product
- Prepares daily, weekly and monthly production reports and reviews with branch manager
- Supervision of several direct reports including performance management, training, and coaching as required

QUALIFICATIONS/REQUIREMENTS

- 5+ years of residential Interior and Entry Door experience
- Must have previous Interior and Entry door production experience
- Experience scheduling the manufacturing of materials
- Fork Lift experience
- Knowledge of current safety standards
- Demonstrated ability to lead, coordinate, and motivate people in a team environment
- Strong interpersonal and communication skills
- Proficient in Microsoft Word and Excel
- Inventory control experience
- Knowledge in operation of machinery. Mechanical ability
- Ability to multi-task in a very high-paced environment
- Must display ability to resolve conflicts and solve problems quickly and accurately
- Must be physically able to assist with loading and unloading of product
- Ability to pass drug test and background verifications



REQUIREMENTS

- Must have a valid driver's license and a clean driving record
- Experience working in RESIDENTIAL DOOR production and distribution industry
- 5+ years supervisory or management experience
- Willingness to constantly strive to change and improve processes
- ThermaTru entry door product experience a plus but not required