

# WE'RE HIRING

FOR A  
**SHIFT COACH**



## DESCRIPTION

The production coach will oversee and manage production shift employees and ensure compliance with safety, quality and quantity standards with a focus on continuous improvement. This includes managing, planning, coordinating, directing, and organizing all departments of production.

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To apply forward your resume to: [Lisa@WorkWise24.com](mailto:Lisa@WorkWise24.com)

# WHAT WE'RE LOOKING FOR

## MINIMUM QUALIFICATIONS

- Experience supervising in a mid-size or larger manufacturing facility
- Lean manufacturing knowledge
- Extensive team building skills and experience
- Experience leading teams to exceed company objectives
- Demonstrated leadership skills and the ability to guide and influence other proficient problem solving skills
- Adaptability to changing roles, responsibilities and priorities

## PREFERRED QUALIFICATIONS

- Strong Mechanical engineering background with operations and project management experience
- Associates Degree or equivalent manufacturing experience

## SKILLS

- Ability to read CAD drawings and use proper measurement tools
- Basic experience with email (Outlook), CAD, Excel, Word and Internet
- Detail oriented, number-savvy, possessing strong organizational and time management skills with emphasis on accuracy and timeliness
- Microsoft Excel, Microsoft Word, general computer knowledge
- Minimum of 1-year proven Leadership or Supervisory experience
- Proactive and positive attitude

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# WHAT WE'RE LOOKING FOR CONT.

## RESPONSIBILITIES

- Lead and develop our team and ensure we are meeting our safety, quality, fabrication and delivery targets
- Maintain high levels of communication with all employees
- Develop direction/expectations for hourly associates and oversee all production
- Build teams strengths and maintain positive relations with associates while following company policies and procedures
- Audit, update and develop Work Instructions
- Compliance of Company policies and procedures
- Conduct team training as necessary
- Conduct Performance Planning and Development
- Handle employee incidents as they develop
- Maintain proper housekeeping details in each department
- Meet production expectations in labor, schedule completion, quality, and expedites
- Monitor and adhere to company safety and security policy
- Monitor, track and approve time and attendance records
- Move or direct employees when needed

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