



Production Control Supervisor

JOB SUMMARY:

The Production Control Supervisor establishes and coordinates the production schedules in the factory environment. This position ensures the flow of materials, parts and assemblies between or within departments.

ESSENTIAL FUNCTIONS:

- Manages production control activities to reduce outages and incidents.
- Recommends process improvements for high quality, cost effectiveness and excellent customer services
- Ensures that project/department goals are met and adhering to approved budgets.
- Ensures that team follows all safety policies
- Monitors execution of job orders and adjust job schedule to meet the deadlines.
- Communicate the status of job orders to customers on regular basis.
- Attends daily production meetings to prioritize and plan production activities to maintain on-time delivery.
- Reviews daily reports to identify and address equipment malfunctions, material shortages and other production issues.
- Supervises Metal Fabrication areas and Production Support Staff
- Work with various departments to determine equipment, materials and staff needs to meet production schedule.

JOB QUALIFICATIONS:

- 5-7 years in a manufacturing/production environment. Knowledge of HVAC systems or industry, a plus.
- Proven leader with the ability to train, mentor and provide direction to staff
- 3-5 years Supervisory experience.
- Good attendance record
- Ability to interact and communicate effectively with peers, supervisors and upper management.
- Ability to manage multiple priorities

