

## Production Supervisor

---

### **Summary:**

Based from our Quakertown, PA facility, the Production Supervisor manages, communicates, schedules and ensures operations within the department meet operational objectives and satisfy customer orders. These activities are linked to the department manufacturing plan based on open and forecasted orders for control of production. This individual will perform a key role in maintaining on time performance via timely deliveries of high quality products. The supervisor will also ensure all direct reports receive appropriate training and development in both operations and safety practices. The supervisor must understand priorities, can direct and develop personnel required to complete the tasks, and holds direct reports accountable to company policy and procedures.

### **Responsibilities:**

- Ensures execution of operational objectives to meet department production needs
- Supervises and develops key operations personnel, to support execution of the schedules and associated manufacturing needs
- The supervisor must understand priorities, the ability to direct operations personnel required to complete the tasks, and holds direct reports accountable to company policy and procedures.
- Helps refine and implement cross training and development of personnel across various job functions and responsibilities
- Plans and prepares production schedules for their responsible manufacturing areas to ensure on time delivery of products to meet customer orders and forecast requirements.
- Understands the importance of defined Work Instructions, Internal Specifications, and Standard Operating Procedures and effectively communicates and ensures compliance within manufacturing.
- Analyzes production specifications to ensure production is planned and optimized to meet the product requirements
- Works directly with management to assess human resource requirements to support operational objectives to meet current and future forecasted business.
- Obtains input from planners and business manager to define production schedule and capacity planning for department operations.
- Supervises and manages assigned team is expediting and maintaining production jobs to meet applicable schedule.
- Communicates with management to advise production status, department operational challenges, and status of meeting delivery objectives.
- Ensures the delivery & movement of critical material, including material transfers & conditional material releases to meet the production schedule
- Supports cost control and cost measurement for all manufactured products within established departmental budgets
- Helps reconcile inventory and addresses any found transactional or physical inventory activities.
- Works with supervisors, group leads, QC department, and engineers to help facilitate manufacturing and QA inspection schedules.
- Performs other job related responsibilities as assigned

### **Qualifications:**

- 5 to 8 years of supervisory experience in a manufacturing environment.
- Bachelor's degree in engineering discipline, operations management or industrial engineering
- Have an understanding of GMP and working within regulated industries.
- Demonstrated ability to communicate effectively with peers and management.
- Strong attention to detail.
- Have considerable knowledge of ERP systems and the manufacturing work flow
- Have considerable knowledge of the Microsoft Suite of products, specifically Excel, Word and Outlook

Visit our [Careers](#) page to send in your resume and cover letter to apply for the above position.

Secant Medical Components • SanaVita Medical, LLC • Secant Technical Materials

The Secant Group, LLC • 551 East Church Avenue, Telford, PA 18969 • Ph: 877-774-2835 • [www.secant.com](http://www.secant.com)