

Mettler-Toledo Product Inspection has an opening for an **Assembly Supervisor** in the Production Department. This position reports to the Production Manager.

Work Shift: First or Second Shift – 5 day workweek (M-F), Weekends as needs arise

Hours: 7:00-4:00pm or may change depending on company need

Summary: Supervise and Lead the Mechanical and Electrical Assembly Departments

Essential Duties and Responsibilities include the following:

- Adhere to all Organizational Vision, Values, and Code of Conduct
- Recruiting, training and retention of a qualified and motivated team.
- Continual monitoring of processes and implement productivity improvements.
- Ensure adherence and improve quality using organizational standards and guidelines..ie SOPS, ISO Documentation
- Provide job expectations and training to staff: planning, monitoring, and appraising job results, coaching, counseling, and disciplining employees using organization policies and procedures.
- Ensure production and customer demands are met by scheduling and assigning personnel; establishing priorities, monitoring progress, revising schedules, resolving problems, and reporting the results of the processing flow on shift production summaries daily.
- Purchase or request tooling, supplies, or capitol equipment necessary to perform tasks.
- Monitor time, attendance, vacations, team punctuality, and labor tracking to control labor costs.
- Ensure all safety policies, procedures and training is strictly enforced.
- Champion and enforce 5s and Lean Management Programs.
- Timely communication with all departments to maintain order flow.
- Ensures Operation of equipment by calling for repairs and evaluating new equipment and techniques
- Other duties and tasks as assigned

Primary People Contacts:

- Interdepartmental Personnel
- Vendors / Suppliers

Knowledge, Skills, Attitude:

- Strong Mechanical and Electrical Knowledge
- Strong problem solving and decision making skills in a fast paced environment
- High energy and organizational skills
- Excellent communication skills both written and oral
- Proficient with Microsoft Office Suite
- Report Writing and Documentation using Office Suite
- Documented Lean Training or Certification
- Minimum 5 years' Supervisory experience in a Technical Discipline

Education, Training, Experience:

- High School Diploma or Equivalent Required
- Bachelors or Technical Degree Preferred
- Minimum of 3-5 Years Supervisory Experience Required
- Documented Lean Training or Certification strongly preferred