

About Bentek

Founded in 1985, Bentek is a leading EMS provider of high-complexity, low-volume assemblies to capital equipment manufacturers as well as emerging high-tech industrial companies in the semi-conductor, flat panel, defense, solar, and RFID sectors. In the past year, Bentek has also developed a family of solar combiner products serving the needs of utilities and large commercial solar installations. Headquartered in San Jose, California, Bentek services include product design, engineering services, cable and harness assembly, box build, large scale and complex system integration and test.

Job Location: San Jose, CA

Job Title: Production Supervisor

Primary Job Functions:

- Directs daily department activities in order to meet production goals.
- Confers with management and production to determine manufacturing feasibility, cost effectiveness and customer demand for new and existing products.
- Forecasts operating costs of department and directs preparation of budget requests.
- Reviews and establishes material, equipment and manpower resource requirements.
- Coordinates production activities with other functional groups such as planning and distribution.
- Selects and develops personnel to ensure the efficient operation of the production function.
- Responsible for the maintenance of manufacturing equipment, ensuring both preventive maintenance programs and repairs.
- Administer safety programs in order to provide a safe and clean workplace for employees.
- Generates productivity reports and other operations metrics.

Requirements:

- Requires a Bachelor's degree or equivalent experience and a minimum of 3 years of operations or related experience.
- Demonstrates advanced functional and technical skills and basic people and/or process management skills.
- Demonstrates thorough knowledge of functional concepts and a solid understanding of Bentek policies and procedures.
- Has awareness of the functional impact upon work processes and other functions.
- Ability to use the following tools may be required: Inspection: components, measuring tools; Office Skills: telephones, data entry, office software to include, word processing, spreadsheet and presentation package.