

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. 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. Bentek has recently developed an in-house family of solar combiner products serving the needs of utility scale and large commercial solar installations.

Job Title: Production Over Mold Supervisor
Title of Immediate Supervisor: Production Director

SUMMARY OF POSITION:

The Supervisor directs and assists in the work activities of department employees. The Supervisor performs a variety of manufacturing assignments, the majority of which involves filling in where needed. The Supervisor performs the job tasks, as needed and depending upon department, of all positions within his/her department. The Supervisor sets up and operates injection molding machinery to shape plastics.

KEY DUTIES & RESPONSIBILITIES:

- Oversee departmental activities per standard operating procedures.
- Work with personnel in order to achieve an efficient operation at all times.
- Assists his personnel in analyzing and correcting problems encountered in job assignments in order to perform work according to standard operating procedures.
- Assist Production Manager to see that all manufacturing orders are followed through properly to completion and are filled out properly prior to turning in.
- Pick up and deliver to the department or line (when possible) equipment required from the shop or tool crib.
- Organize and schedule work assignments to achieve maximum efficiency and meet processing objectives.
- Keep informed of changes and new procedures in manufacturing operations.
- Create and execute objectives; meet commitments and work within the guidelines of Bentek.
- Reflect Bentek business values and Bentek Philosophy in all business interactions
- Ensure safety of personnel and compliance with all applicable health and safety regulations

The above statements are intended to describe the general nature and level of work being performed by employees in this position. This is not intended to be an exhaustive list of all responsibilities. Other duties may be assigned or duties may change based on business needs.

LEVEL OF SUPERVISION:

- Oversees department employees

EXPERIENCE REQUIRED:

- Thorough working knowledge of all operating areas of his/her respective department
- Knowledge of delivery operations, distribution legalities and employee management

EDUCATION/LICENSES/CERTIFICATION/FORMAL TRAINING:

- High School diploma or equivalent preferred

ESSENTIAL ABILITIES:

- Read, write and understand the English language
- Compute basic math problems involving fractions, addition, subtraction, division and multiplication
- Possess mechanical aptitude
- Sense of urgency and self-motivation; ability to work independently
- Ability to work under pressure and meet deadlines
- Excellent communication skills
- Attention to detail with strong organizational skills
- Ability to motivate personnel
- Excellent customer service skills
- MS Office, Excel, Word, Outlook experience