



Role Description

This is a full-time on-site role for a Production Supervisor located in San Jose, CA. The Production Supervisor will oversee the day-to-day operations of the production team, including planning, scheduling, communication and management.

Primary Job Functions:

- *Directs department activities in order to meet production plan*
- *Determines equipment and manpower requirements*
- *Coordinates production activities with other work centers and functional groups*
- *Selects and develops personnel to ensure the efficient operation of the production plan*
- *Responsible for department training and ISO compliance*
- *Administers safety programs in order to provide a safe and clean workplace for employees*
- *Generates productivity reports and operations metrics*

Requirements:

- *Requires a Bachelor's degree or equivalent experience*
- *A minimum 5 years of production supervisory/lead experience in electro mechanical assembly operations*
- *Demonstrates advanced functional and technical skills*
- *Demonstrates process management skills*
- *Has awareness of the functional impact upon work other work centers*
- *Has ability to read schematics, blueprints, manufacturing process instructions*
- *MS Office, Excel, Word, Outlook experience*