



Nu-Track LTD

JOB DESCRIPTION

Job Title:	Production Supervisor
Department:	Production
Location:	Nu-Track - Galgorm
Responsible To:	Production Manager
Responsible For:	Shopfloor Operators

OVERALL ROLE OBJECTIVE

- Assist the Production Manager in executing first line support duties for operators in allocated production area;
- Be a member of the production staff management team;
- Safety first: Awareness and Proactive management;
- Supervise production assembly activities within his/her allocated area;
- Ensure workmanship is carried out to required standards;
- Ensure training needs are met;
- Manage Daily performance;
- Promote positive management and provide a coaching and pastoral approach;
- Assist and support senior management in accomplishing company operational objectives;
- Adhere to all company policies and procedures.

JOB SPECIFIC RESPONSIBILITIES:

- Implement the Health and safety policy to include conducting safety audits/ housekeeping inspections, ensuring operators wear the appropriate Personal Protective Equipment and complete accident investigations, with the ultimate goal of promoting and providing a safe working environment.
- Implement the '5 S' Principle with the goal of organizing the workplace to maximize efficiency and effectiveness.
- Manage the processes to ensure processes are adhered to with the goal of improving quality in the allocated production area.
- Utilize labor to ensure Takt times are met in relation to the master schedule, thus ensuring the flow of production meets customer lead times.
- Manage zone efficiency and quality. Report on the agreed action plans to Production Manager, with the overall aim of increasing the efficiency and quality in the allocated production area.
- Investigate defective workmanship, Route cause analyses: 5 "Y" and implement corrective action. With the goal of preventing re-occurring defects thus increasing quality and decreasing costs.

- MBWA. Management by walking about. Be visible/approachable and always willing to help. With the ultimate goal of effectively managing the team.
- Manage performance in compliance with Nu-Track's KPIs thus ensuring safety, quality and efficiency output.
- Absence management: manage operator's holidays, carry out return to work interviews, monitor operative's absence, conduct investigations when necessary. This will allow for the allocated production area to be manned correctly and will potentially decrease absenteeism.
- Ensure all team members are conversant with quality specifications and the agreed quality standards resulting in continuity and an increase in quality awareness.
- Prepare for and attend monthly performance reviews with the ultimate goal of meeting the Key Performance Indicators (KPIs) as set by Management.
- Promote and support continuous improvement projects.
- Undertake training as and required for continuous self-development.

All of the areas above will have specific measures put in place and you will be expected to continually improve on these measures.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined in consultation with the jobholder. It is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works.