

Manufacturing Assistant

- Monitor Control Plans, troubleshoot workmanship problems and generally supervise production activities to ensure that manufactured products meet or exceed all established quality requirements.
- Administer employee policies, practices, procedures and work rules appropriate for the unit. Monitor individual and line performance and take corrective action including discipline, as needed and respond to complaints to insure the Company and employees adheres to policies, practices, procedures and work rules.
- Determine manufacturing and/or distribution priorities based on the production schedule and makes daily assignments including filling vacancies and assigning overtime in order to adhere to the Customer Delivery date.
- Plan for maintenance of equipment and facilities to maximize the uptime and utilization of capital equipment assets.
- Monitor and make corrections to stay within the department operating budget targets.
- Direct departmental continuous improvement plans and activities.
- Implement and monitor safety programs and housekeeping.

Education

- Some College preferred plus supervisory experience.

Required Skills and Experience

- Manufacturing and/or operations experience.
- Demonstrated team leadership and mentoring experience.
- Experience in budgeting, forecasting and scheduling.
- Good verbal communication skills with all levels of personnel.
- MS Office skills (Outlook, Excel, Word, PowerPoint).
- Some Spanish Speaking ability a plus

Desired Skills and Experience

- Experience in HVAC and welding operations.
- Supervisory experience.
- Experience in Production Control Systems.
- Understanding of Lean Manufacturing, Just-in-Time, Demand Flow Technology.
- Knowledge of general accounting in support of establishing and managing departmental operating budgets.
- Knowledge of shop floor manufacturing production pay systems.