



CMEHR@Custom-mfg-eng.com
3690 70th Avenue North
Pinellas Park, FL 33781
www.custom-mfg-eng.com

Production Supervisor

Job ID: 2021-01A
Regular/Temp: Regular
Full-Time/Part-Time: Full-Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

MUST complete Predictive Index test before applying:

<https://assessment.predictiveindex.com/54R/862c38c7-b1bb-4d6c-9250-6d7df338814e?type=candidateba>

Job Summary:

Are you someone who has a passion for producing and enhancing the users experience by building a variety of products for the automotive, aerospace, military, heavy equipment or tech industries? We have an exciting and challenging opportunity in sunny Florida for the right person to become our Production Supervisor. This position is responsible for directing, managing, planning and coordinating on time and on budget assembly of products on the production floor to meet labor, material, quality, and schedule requirements.

Duties and Responsibilities:

- Oversee the lean manufacturing and shipping processes and procedures in factory production operations
- Process Material kits including resolving planning and forecasting issues
- Evaluate, improve, and resolve process flow issues and make suggestions for process efficiency and quality improvement
- Employee and performance and management by coaching, mentoring, and resource allocation
- Coordinate material and employee resources including scheduling and assignments
- Ability to set up and implement a visual manufacturing floor through the implementation and maintenance of 6-S as defined by the process improvement team on the manufacturing floor
- Assist with the onboarding process of new production staff, provide training and educational materials to staff and conduct annual reviews for staff performance
- Ensure compliance with professional standards such as occupational health and safety and customer requirements

Job Qualifications:

- Knowledge of business and management principles including Lean manufacturing, continuous improvement methodologies, coaching, mentoring and management of direct reports
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods
- Knowledge of principles and procedures for personnel recruitment, selection, training
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
- Ability to identify and communicate the appropriate, timely actions required to meet or exceed customer expectations of Quality, Delivery and Cost
- Firm understanding of safety regulations including OSHA and other regulatory processes
- Strong communication/interpersonal skills with all levels of the organization
- Proven experience working in a supervisory role in the industry preferred
- Problem solving/Conflict resolution
- Team building skills
- Word processing software — Microsoft Word Administration and Management
- Document printer, scanner and barcode reader
- Deltek Costpoint ERP software
- Knowledge of ERP/MRP/MRO software and AS-9100/CMMI standards
- MRP/ERP Software applications (Material Management, Inventory Control)
- Resource allocation, leadership technique, production methods, and coordination of people and resources
- Sense of urgency

Minimum Requirements Needed:

- BA/BS degree in Engineering or related field is preferred
- 2 years specialized training, trade or tech school or AA/AS degree
- 5 to 12 years in manufacturing and supervisory positions. Previous supervisory experience required.
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.
- Successful Passage of **Required Screenings & Tests: Background Check, Reference, Credit, and Drug Testing**

Position Detail:

Directs, manages, plans and coordinates assembly of products on the production floor to meet labor, material, quality, and schedule requirements. Regulates and coordinates functions of office and shop for efficient production line methods. Plans and forecasts raw material requirements to meet CME production revenue and customer shipments. Supervises and directs production staff through coaching, planning, recruiting, training, and disciplining employees, as well as reporting results on staff performance. Knowledge of ERP/MRP/MRO software and AS-9100/CMMI standards.

Travel Percentage Required: Minimal & Usually Local to Vendors. 0% -5%

An award-winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power

distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

CME is an Equal Opportunity/Affirmative Action Employer. *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

Removal Date: March 10th, 2021