|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title:** | | | Supervisor | **Job Category:** | | Management |
| **Department/Group:** | | |  | **Reports to:** | | General Manager |
| **Location:** | | | Plant # 5 | **Position Type:** | | Full-time |
| **Compensation:** | | |  | **Probation Period:** | | 90 days |
| **HR Contact:** | | | Carolyn Espinoza | **Date Posted:** | |  |
| **Will Train Applicant(s):** | | | Yes | **Posting Expires:** | | NA |
| **Hours:** | | | Shifts Vary | | | |
| **Benefits:** | | | Medical, Dental, Vision, Life, STD, LTD, 401-K, Vacation & Personal Days | | | |
| **Applications Accepted By:** | | | | | | |
|  | **IN PERSON:**  Receptionist  Adept Plastic Finishing 29835 Beck Rd  Wixom MI 48393 | | | | | | |
| **Job Description – Essential** | | | | | | |
| **Role and Responsibilities** Specific duties include but are not limited to:   * Scheduling - planning ahead and be cognizant of the number of employees/equipment required to run efficiently, follow daily published schedule, manage and control overtime and ensure all products meet or exceed quality and delivery expectations. * Leadership - Ensure all associates are productive and cooperative, comply with all gov’t, EPA and OSHA rules and regulations, treat people with respect/promote commitment and teamwork while enforcing company policy and procedures. * Maintenance – Maintain Class A housekeeping standards, keep a neat appearance of work areas. * Communication – Listen and address associates questions and concerns, keep human resources informed of associate’s needs, concerns and attendance, maintain communication with upper management about labor, equipment, etc. * Continuous Improvement – Promote growth and improvement in all areas, Identify new processes to ensure efficiency and help make everyone’s job a little easier.   **Skill and Education requirements:**   * Education and Experience: High school graduate or two years related experience and/or training, or equivalent combination of education and experience. * Mathematical Skills: Calculate figures such as proportions, basic algebra and geometry, circumference and area. * Have knowledge in Basic Word, Excel and Outlook. * Reasoning Ability: Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists. Ability to speak and interpret a variety of instructions in English, furnished in written, oral, diagram, or schedule form. Ability to answer questions from management and customers. * Physical Demands include: standing, walking, using hands to feel/hold objects, tools or controls.   **Necessary Attributes:**   * Outstanding communication and conflict resolution skills * Confidence to ask questions and follow instructions based on upper managements feedback * Hard-working individual with superior attendance   **Work Environment:**  While performing the duties of this job, the employee works near moving mechanical parts. The employee is exposed to wet and humid conditions, fumes, and airborne particles, toxic and caustic chemicals and extreme heat. | | | | | | |
| Employee Signature: | | Name | |  | Date | |
| Approved By: | | Name | |  | Date | |
| Last Updated By: | | Name | |  | Date/Time | |

