



Position Title: Production Supervisor

Work Status: Full Time; Salary

Pay: \$40,000-\$42,000

Benefits: Healthcare, 401K, Paid Vacation

Location: Cedar Rapids, Iowa

Position Summary:

R.S. Hanline is seeking a **Production Supervisor** who can provide day-to-day supervision and leadership skills. This individual will plan and assign work; implement policies and procedures; help to increase subordinates' skills and capabilities; and recommend improvements in production methods, equipment, operating procedures and working conditions. Prior Human Resources experience is preferred, i.e. knowledge of I9, onboarding, interviewing, etc.).

Responsibilities:

- Ensure effective employee relations; Provide employee coaching and development; Make employment decisions; Resolve employee issues through problem resolution.
- Balance quality, productivity, cost, safety and morale to achieve results in all areas. Work to continuously improve in all areas.
- Manage departmental performance measures, including visual controls and provide regular progress reports to managers.
- Coach and counsel employees; document/discuss performance reviews on a timely basis.
- Perform accident investigations.
- Maintain proper inventory counts.
- Manage department priorities.
- Track absenteeism and timekeeping.
- Responsible for all other duties as assigned

Qualifications:

- Bachelor's degree from an accredited 4-year college
- Ability to maintain safe work environments.
- Leadership: a demonstrated ability to lead people and obtain results through others.
- Planning: an ability to think ahead and plan over a 30-day time span and prepare action plans to achieve results.
- Supervision: Including employee hiring and retention, performance review, coaching, counseling and corrective action.
- Measurement of performance to goals and standards.
- Systems and continuous improvement orientation.
- Quality orientation and high attention to detail.



- Problem analysis and resolution.
- Ability to problem solve and make informed immediate decisions
- Inventory management.
- Strong interpersonal and communication skills.
- An ability to manage multiple priorities.
- Able to manage a production team of anywhere from 4 to 55 employees.
- Strong team player.