**JOB DESCRIPTION**

**Job Title:** Production Line Leader

**Location**: Fletcher, North Carolina

**Requirement Overview**

Reporting to the Operations Manager, this position involves overseeing and supervising a shift Production Line Team in the running of extrusion machines, completing quality checks and any other tasking associated with the meeting of our production requirements as directed.

This requirement is to satisfy the production objectives of our Main Production Department. The Production Line Leader is tasked with the volume preparation and production of products to satisfy customer requirements and then to drive continuous improvement by using manufacturing methodologies, whilst maintaining KPI targets, and high standards of safety and quality and team development.

**Role and Responsibilities**

1. The successful applicant must be able to demonstrate excellent people management and leadership skills together with the ability to plan and prioritize their own work as well as that of other people.
2. The person we appoint will have proven experience in managing shifts and be able to demonstrate excellent communication skills in order to direct their team in the smooth running of the production process.
3. The successful candidate must be able to meet targets and shipping deadlines whilst ensuring that all products are manufactured to the correct specifications and that all processes and procedures comply the Company’s Health and Safety Policy and OSHA requirements.
4. Applicants should have experience in extrusion where optimizing machine performance and minimizing downtime are key performance measurements. Knowledge and application of lean manufacturing techniques is highly desirable.
5. The successful candidate will report to the Operations Manager and will work in 8-hour shifts and overtime as required (1st shift, 2nd shift or 3rd shift).
6. Ensuring safe and high standard of packaging of all customer products.
7. Pro-actively helping with solutions to improve production.
8. Liaising with the Operations Manager and other Production Line Leaders regarding any outstanding tasking within production and actively participating in their resolution.
9. Production Line Leaders and their teams, are required to ensure that the production area and all pertaining to it is kept clean and hazard free

## **Person Specification**

The successful candidates should demonstrate on a sustained basis in their employment the following.

* A high standard of proficiency in handling production equipment.
* The ability to organize, count and record material.
* Understanding and adherence in following both written and verbal work instructions.
* Communicate clearly with existing and potential external partners and to other staff at Emtelle, in respect to activities processes and methodologies employed in the department.
* Highly self-motivated, disciplined and organized.
* Time management, they will deliver a high and sustained standard of attendance and timekeeping.
* Demonstrable highly effective leadership skills.
* Able and willing to commit to working shift patterns and also overtime as required.
* Time management, they will deliver a high and sustained standard of attendance and timekeeping from the teams they lead.
* A focus on cost management, and absolute adherence to Health and Safety and Quality Requirements.

**Education**

* High school diploma or equivalent

**Experience**

* Manufacturing team leading experience in a comparable manufacturing environment and disciplines
* Knowledge and application of lean manufacturing techniques.
* Knowledge of health and safety legislation (OSHA).
* Knowledge of quality standards ISO9001, etc.
* Strong PC skills, experience with planning tools such as ERP/MRP systems.

**Skills**

* Ability to accurately follow written instructions and drawings.
* Sense of urgency in completing tasking to required targets in terms of output quality and time.
* Ability to work as part of and lead a team.
* Ability to respond to and give, instructions given as part of the manufacturing process.
* Ability to communicate effectively with fellow and subordinate production workers.
* Ability to communicate effectively with and respond effectively to production management.