



<b>Job Title:</b>	Production Supervisor	<b>Job Category:</b>	Manufacturing
<b>Department/Group:</b>	Multiple	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Clio, SC	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Salary	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Jeff Little	<b>Date Posted:</b>	5/10/19
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>	Website, Bulletin Board		
<b>Applications Accepted By:</b>			
<b>IN PERSON – 2660 HWY 9 E CLIO, SC</b> <b>EMAIL – JLITTLE@ARRISHOLDINGS.COM</b> Subject Line: Line Assembler		<b>MAIL:</b> Jeff Little Company Name 2660 Highway 9 East Clio, SC 29525	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Responsible for Plant Safety and maintaining safe working conditions at all times</li> <li>• Interprets and clarifies company rules, regulations and policies</li> <li>• Maintains associate training standards</li> <li>• Supervises 15 – 20 production line associates</li> <li>• Maintains proper records, reports and correspondence as required by the company</li> <li>• Ensures that all associates have proper tools and equipment to perform their duties</li> <li>• Demonstrates a good work ethic based on honesty and integrity</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION</b> <ul style="list-style-type: none"> <li>• Modular Manufacturing experience as supervisor or lead in a similar setting</li> <li>• Proven experience as a hands on manager with strong mechanical aptitude</li> <li>• Ability to communicate effectively with all associates and management</li> <li>• Time Management skills to meet production goals</li> <li>• Proven leadership skills and teamwork orientation</li> <li>• Excellent problem solving skills</li> <li>• The ability to multi-task and work in a fast pace environment</li> <li>• Degree preferred but not required</li> </ul>			
<b>Reviewed By:</b>	Name	<b>Date:</b>	Date
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time

