

**Job Title:** Assistant Production Supervisor  
**FLSA Status:** NonExempt/Hourly  
**Creation Date:** April 2024



**Department:** Production/Operations  
**Report To:** Production Supervisor

**Job Summary:**

The Assistant Production Supervisor serves as a back-up to the Production Supervisor and assists with oversight of production employees. This position works 2nd shift, on location at our Guilford, ME facility and reports to the Production Supervisor.

**Duties/Responsibilities:**

- Support the Production Supervisor overseeing manufacturing personnel and machines while maintaining compliance with ISO 13485 standards.
- Provide direction and leadership to production employees in support of plant operations, goals, and objectives.
- Works with Supervisor(s) and Lead Trainers to manage and prioritize staffing assignments to ensure products are manufactured to specific BOM requirements, production processes, while meeting or exceeding all quality standards.
- Follow documented policies and procedures as designated by the Puritan's Quality System
- Performs daily periodic quality assurance checks throughout the production process.
- Engage in coaching and mentoring during the production process to ensure that standard procedures are followed and to improve employee performance.
- Reports problems or concerns with quality, processes, equipment, materials, and labor.
- Schedules and provides work assignments for all production personnel and production support activities.
- Assists with company safety programs, records accident reports and documents any safety violations to their supervisor and manager.
- Identifies training needs through observations and achievement.
- Provide inputs to supervisor for performance evaluations of staff.
- Ensure production schedules and efficiency goals are achieved.
- May perform other duties as directed by the Production Supervisor or Site Leader.

**Key Skills Required:**

- Knowledge of quality and regulatory standards
- Fundamental knowledge and experience in production and manufacturing process
- Interpersonal, problem-solving skills and the ability and willingness to resolve conflict.
- Strong team building skills, including the ability to coach and develop work teams
- Positive attitude with the ability to motivate and empower others
- Excellent verbal and written communication skills
- Understanding of continuous improvement methodology
- Capacity to detect, analyze and solve problems or issues in a timely manner.
- Experience using MicroSoft Office Suite and use of technology

**Education and Experience:**

- High School diploma or equivalent
- Minimum of 5+ years of experience in a manufacturing environment
- Minimum 1 year in a lead role preferred.

**Physical Requirements:**

- Occasionally lift 50 lbs. and regularly lift to 30lbs, handle tasks involving frequent bending, twisting, lifting, squatting, walking, and standing.
- Must be able and willing to work in a fast-paced environment.
- Must be able to use fingers to grasp, move, or assemble very small objects.
- Prolonged periods sitting at a desk and working on a computer.

**Note:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires operation of a computer.

**Disclaimer:**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.*

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