

Production Supervisor Job Description Template

Overview of Production Supervisor

A Production Supervisor oversees manufacturing processes to ensure efficiency and quality. They manage production schedules, staff, and resources to meet deadlines and targets. With strong leadership and organizational skills, they coordinate activities and resolve issues to maintain smooth operations. This role requires excellent communication and problem-solving abilities to optimize production outcomes. As a key player in the manufacturing team, a Production Supervisor drives productivity and ensures adherence to safety and quality standards.

What Does a Production Supervisor Do?

Are you a skilled leader with a knack for overseeing production processes? We are seeking a talented Production Supervisor to join our dynamic team and ensure efficient operations that drive results.

In this role, you will be responsible for overseeing production activities, managing staff, and ensuring quality standards are met. From coordinating schedules and optimizing workflows to maintaining a safe and productive environment, you'll have the opportunity to showcase your leadership skills.

If you are a proactive leader with a passion for excellence and a commitment to achieving results, we want to hear from you!

Production Supervisor Responsibilities and Roles

- ❖ Supervise and coordinate the activities of production workers, ensuring adherence to production schedules, quality standards, and safety regulations.
- ❖ Plan and organize production schedules, allocating resources and manpower effectively to meet production targets and customer demand.
- ❖ Monitor production processes and equipment performance, identifying and addressing issues or inefficiencies to minimize downtime and maximize productivity.
- ❖ Train, coach, and mentor production staff, providing guidance and support to optimize performance and foster a culture of teamwork and accountability.

- ❖ Conduct regular inspections and quality checks to ensure products meet specifications and customer requirements, implementing corrective actions as necessary.
- ❖ Maintain accurate records of production activities, including inventory levels, production output, and labor hours, and prepare reports for management review.
- ❖ Collaborate with cross-functional teams, including engineering, maintenance, and quality assurance, to resolve production-related issues and drive continuous improvement initiatives.
- ❖ Ensure compliance with company policies, procedures, and regulatory requirements, including health and safety standards, environmental regulations, and quality management systems.

Production Supervisor Skills and Requirements

- ❖ A bachelor's degree in engineering or a similar discipline is preferred, but a high school diploma or its equivalent is acceptable.
- ❖ demonstrated expertise in a manufacturing environment, ideally as a production supervisor.
- ❖ Strong leadership and interpersonal skills, with the ability to motivate and inspire a team to achieve goals and objectives.
- ❖ Outstanding time-management and organizing skills, with the ability to prioritize work and handle several responsibilities in a fast-paced environment.
- ❖ Understanding of quality control principles, equipment functioning, and production procedures.
- ❖ Proficiency with production management tools and Microsoft Office.
- ❖ knowledge of health and safety regulations and recommended procedures.
- ❖ Ability to work effectively in a cross-functional team environment and communicate clearly and concisely with all levels of the organization.

Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.