

# Job Posting



2206 Lakeside Blvd | Edgewood, MD 21040

Job Title: Manufacturing Supervisor  
Department: Operations  
Status: Full time; Exempt

## **Position Description**

Manufacturing Supervisor ensures that volume, cost and quality standards are achieved while providing on time delivery. Responsible for ensuring physical and workforce resources are adequate to meet the organization's production schedule. Activities of production personnel, including workflow, assembly methods and work force utilization are primary responsibilities of the position. This position can manage 50+ employees.

## **Responsibilities include:**

- Responsible for managing all aspects of the production staff including hiring, retention, performance, annual reviews, terminations, etc.
- Ensure adequate personnel resources are in place to support daily production schedule
- Responsible for managing production staff schedule including overtime and leave requests
- Monitor daily production "Hot List" associated with urgent customer orders
- Verify customer factory orders are meeting customer delivery timelines
- Monitor support equipment inventory and order/distribute as needed to employees
- Input test log data into Great Plains (or SAP) database on a daily basis
- Collaborate with the engineering department on prototype new products
- Print and distribute weekly antenna production build schedule
- Resolve employee issues and/or conflicts
- Work with Training Coordinator to apply ISO 9001 Standards
- Execute a daily production build status report for senior management

## **Requirements**

- Minimum of 5-7 years of demonstrated success in an electronic manufacturing management role
- Minimum 3-5 years' experience managing 10+ direct reports
- Ability to manage multiple projects concurrently, reducing waste and eliminating errors
- Strong technical background, teamwork, communication and coaching skills required

- Strong analytical skills to identify and resolve problems
- Strong process improvement techniques and strategies
- Ability to use various techniques for managing organizational and technical changes
- Ability to measure progress in relation to goals and objectives that support success
- Ability to evaluate the business issues and prioritize activities
- Strong computer skills are required: Microsoft Office, Outlook, Project, etc.; Experience with Microsoft Dynamics / Great Plans a plus; Experience with SAP desired
- Excellent written, verbal communication and user interface skills
- Ability to perform multiple tasks simultaneously
- Must be able to perform well under pressure
- Strong project management skills
- Ability to influence and motivate others
- Good organization skills
- Basic understanding of Lean Manufacturing, Six Sigma and 5s; black belt experience desired

**Apply**

Please send resume to Angie Lane, Human Resources Manager: [hr@cssantenna.com](mailto:hr@cssantenna.com)