

Assistant Production Manager

Piconics Inc, a leading manufacturer of Inductor components for the RF & MW Industry is seeking a highly organized Production Supervisor to join our team. The Production Supervisor will work under the Production Manager to plan and execute the manufacturing activities here at Piconics. This individual will be working with a highly skilled and motivated labor force to constantly improve our output. Piconics will offer excellent benefits and a competitive salary to the right candidate.

Clerical Responsibilities/Duties:

- Generating work orders for the production floor using MS Great Plains/ Crystal Reports & MS Office.
- Maintain Bills of Materials.
- Provide daily status of production schedule to Production Manager.
- Act as the production liaison between Quality & Engineering departments when workflow or manufacturing issues occur.
- Oversee stockroom, raw & semi raw material inventories.
- Kit & distribute raw materials.
- Other duties as directed by management.

Supervisory Responsibilities/Duties:

- Provide motivation, support and guidance to all employees.
- Assist with the supervision of a manufacturing workforce of approximately 40 people.
- Ensure personnel comply with health, safety & company policies.
- Ensure personnel comply with manufacturing processes and procedures.
- Clearly defines and communicates product workflow and special instructions
- Oversee the training of new employees and cross training of existing personnel
- Assist in the hiring process for manufacturing employees
- Perform time study analysis to benchmark manufacturing process and ensure peak level is maintained.
- Assist with employee performance reviews by providing the Production Manager with employee performance data

Qualifications / Experience:

- High School Diploma (associate's degree or higher is a plus)
- 3+ years' experience in manufacturing operations environment
- 3+ years in a supervisory/management capacity
- Computer literate and proficient in Microsoft Excel with focus on numbers accuracy.
- Capable of maintaining Excel databases and Spreadsheets
- Proficient in Microsoft Office and ERP software (Microsoft Dynamics is a plus)
- Highly organized with excellent documentation skills and the ability to multitask
- Capable of following both written and verbal instructions.
- Outstanding communication skills
- Ability to coach and mentor employees on a one-on-one basis or as a group
- Employee issue resolution skills

- English is required.