



JOB DESCRIPTION

Job Title: Night Shift Supervisor
Facility: Brooklyn Park
Department: Digital
Reports to: Digital Operations Manager

SUMMARY

Provide leadership throughout the Press, Finishing and Digital areas at the Brooklyn Park facility by supporting production, scheduling and offering technical assistance through supervision of staff and focusing on safety, quality and cost.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Directs operations for Press, Finishing, Digital activities and keeps operations on task following the production schedule.
- Keeps General Manager and appropriate managers informed of status, progress, and schedules in the operation of the printing plant, staffing and personnel issues.
- Assists in the development of manufacturing and printing objectives, policies, plans and programs.
- Maintains maximum plant productivity and quality control according to established standards.
- Maintains direct contact with all departments in the company concerning job status and progress.
- Follows through on jobs in plant which may need special handling, and which have special standards and specifications.
- Analyzes in-plant problems to assist personnel in reaching prescribed quality standards.
- Notifies General Manager and appropriate manager in the event of a serious problem affecting quality or production.
- Enforces work and safety rules.
- Monitors standard operating procedures.
- Attend two or more classes outside of ENPOINTE that will develop Supervisor skills to a higher level. Focus on the "free" training that Manufacture Alliance provides to members.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Demonstrated skills in leadership, organization, and communication.
- 5 years' experience in printing.
- Working knowledge and operations of production equipment.

PHYSICAL REQUIREMENTS

- Constant walking and standing.
- Occasional lifting 20+lbs, pushing, bending, and climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)