

Production and Warehouse Supervisor
Albion Engineering Company, 1250 N. Church Street
Moorestown, NJ 05057

General Description – Supervise the workgroups of production and warehouse technicians by providing them with the tools needed to do their jobs, including work scheduling, training, equipment and any other needed support. A leader in the Continuous Improvement Process utilizing LEAN and 6 Sigma principles to ensure departmental goals of quality, cost, delivery, and safety are achieved. Prepares reports and charts showing progress regarding production, quality, safety, scrap, attendance, and budgetary compliance. Assists in planning for changes in product lines, equipment and manpower.

Specific Position responsibilities include:

- Maintain safe and clean work environment by educating and directing personnel on the use of safety equipment, and maintaining compliance with established policies and procedures.
- Maintain staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
- Achieve production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; and reporting results.
- Ensure operation of equipment by calling for repairs; evaluating new equipment and techniques.
- Measure and report the effectiveness of warehousing activities and employees performance
- Organize and maintain inventory and storage area
- Interface with customers to answer questions or solve problems
- Continuously improve warehouse operations through the use of LEAN tools and practices.

Skill requirements include:

- 3 to 5 years of Supervisory experience.
- LEAN Manufacturing implementation
- Excellent written and verbal communication skills
- Able to read blueprints
- Strong organizational and follow through skills
- Self-motivated with sound judgment and reasoning ability
- Strong problem solving with mechanically inclined skills
- Proficiency with all MS Office applications.

Send resume including salary history to ronald@albioneng.com

