



## POSITION POSTING – SHIFT SUPERVISOR

### Peoria, AZ Location

**Position will be posted from 09/27/2018 through 10/05/2018**

For over 50 years, **Novembal** has been the specialist in plastic cap design and injection. Novembal is present in the liquid foods markets, as world leader supplier of closures for the bottled water, wine and spirit segments. Our extensive knowledge of the markets, our experience and our commitment to continuous quality improvement place us amongst leaders in the market for liquid food caps. Our network of 3 production facilities and our membership in the Sidel group enable us to respond effectively to our customers' needs and to cover the world market.

**Novembal is seeking dedicated, career-minded people to join our team. We offer competitive pay and excellent benefits. We are Novembal.** Find out more at [www.novembal.com](http://www.novembal.com) . *Novembal is a subsidiary of the Sidel Group.*

**To apply for this position, email your resume to [barbette.brasch@novembal.com](mailto:barbette.brasch@novembal.com)**

### SHIFT SUPERVISOR

Novembal is seeking a Shift Supervisor with experience in injection molding manufacturing. This position is of high importance to guarantee the quality of our equipment in order to ensure the quality of the manufactured products and the performance of production lines. Successful candidate will possess the following knowledge, skills and abilities.

#### BACKGROUND & SKILLS REQUIRED:

- High School Diploma or equivalent
- 5 years experience working with injection mold machines
- 2 years experience supervising employees
- Knowledge of injection machines
- Understanding of maintenance planning
- Proficient in Microsoft Office products (i.e., Excel, Word, PowerPoint, etc.)
- Mechanical repair and maintenance skills
- Organization and management capacity
- Autonomy and initiative
- Ability to make quick decisions
- Advanced manufacturing environment knowledge
- Good knowledge of / experience in personnel management
- Position is physically demanding and requires good visual acuity
- Plastic Injection molding experience
- Ability to process and optimize cycle times of injection molding machines

## **DUTIES AND RESPONSIBILITIES:**

- Follow and enforce all policies and procedures including meeting all GMP and PPE requirements
- Supervise all Operators on their shift
- Maintain and repair all production related equipment on their shift to ensure proper functioning
- Ensure all production meets established quality standards on their shift
- Ensure the facility runs efficiently on their shift
- Communicate with other Shift Supervisors, Plant Manager, Production Manager / Assistant Plant Manager, Quality Control and HR personnel
- Be available to work as scheduled and as needed for a 24/7 operation
- Coordinate the activities of production (in connection with quality)
- Put into production orders from customers in respect of the deadlines and the production order
- Start and stop presses, finishing lines and related safe equipment (ex: lockout/tagout)
- Supervision of cleaning of injection presses, rows of finishes and all related equipment according to the cleaning plan (RA-IN-6100)
- Supervision of the cleanliness of the work area
- Know the names of non-conformities and defects on the caps and recognize them physically
- Supervise the initial training of Operators and Forklift Drivers
- Training of Operators and Drivers (OPL, etc.)
- Monitoring and observation of the work of operators and drivers (improving performance, workflow, quality, etc.)
- Supervise employee absences and overtime claims
- Work with Human Resources to apply/communicate the disciplinary measures (i.e., verbal, written, and final written warnings; suspensions; PIPs; Dismissals, etc.)
- Understand, respect and enforce the rules of safety and hygiene of the company
- Communicate problems appropriately and timely to his superiors
- Transmit and retrieve information during shift changes
- Work as a team, promote teamwork, assist colleagues, cover absences and vacations, etc. as needed
- Complete reports accurately to ensure compliance with legal and organizational requirements

## **RESPONSIBILITY AND AUTHORITY FOR QUALITY:**

- Stop non-compliant product production
- Maintain ISO and Safety Standards
- Maintain products and quality standards
- Contribute to continuous improvement
- Recommend measures for improving production and quality
- Maintain the standards required by good manufacturing practices (GMP)
- Deny a visitor or contractor access if non-compliant

**EOE/M/F/Veteran/Disabled**