

## Production Supervisor

**Location:** Guangzhou

**Sector:** Electronics & Electricals, Manufacturing

**Starting date:** ASAP

**Report to:** General Manager

**Job Reference:** CDS-2024-023

### ABOUT THE COMPANY

With over 20 years of experience in industrial solution development, our client designs and develops your projects from prototype stage to mass production for PCBA. It offers services in innovative markets such as connected products, lighting, sports, E car, etc.

### MISSION

The Production Supervisor is responsible for leading and managing one or more teams to ensure that the workshop's production aligns with the output, quality, cost, safety, and deadline objectives outlined in the production plan. He or she plays a major role in organizing work processes and actively contribute to enhancing the workshop's profitability.

### RESPONSIBILITIES

#### Leading and managing your team(s)

- Organize work and teams by assigning work and tasks and adjusting staffing levels according to needs and requirements.
- Manage planning, unexpected situations (such as absences, illnesses, etc.) as well as any relationship issues with and among team members.
- Assess the progress and performance of your team(s)
- Plan training sessions for equipment operators to enhance skills
- Encourage motivation.

#### Organizing and Monitoring Workshop Activity

- Implement the production schedule efficiently by using the resources available: forecast and, if necessary, modify sequences, distribute workloads, and define workstations, provide the daily program for each machine with drawings and lists of parts to be produced.

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- Use feedback to monitor production efficiency on a day-to-day basis and address any issues promptly with technicians and operators.
- Report information to the scheduling department and adjust production quantities day's deliveries as necessary. Find solutions to any problems identified.

### **Ensuring Safety, Cleanliness and Quality.**

- Conduct safety, cleanliness, and quality training for new team members.
- Check that procedures are applied, reinforce the actions of team leaders, and enforce penalties as necessary.
- Collaborate with other departments (quality, purchasing, maintenance, etc.) to identify and implement improvements.
- Improve workshop production management.
- Provide technical support to your team.
- Ensure equipment maintenance by managing priorities with the maintenance department.
- Analyze production costs.
- Report findings to the production manager.
- Optimize production flows and circuits in the workshop to reduce time and costs, improve efficiency, relocate the workshop.
- Assess equipment and fittings needs for potential investment.

## **REQUIREMENTS**

### **Specific skills**

- Proficiency in managing and leading production teams.
- Ability to foster team dynamics and motivation among team members.
- Strong organizational skills for effectively coordinating work, teams, and schedules.
- Capability to assess performance and potential and provide training as necessary.
- Ability to manage priorities efficiently.
- Skills in resolving conflicts and interpersonal issues.
- Expertise in using production and production management applications.
- Ability to analyze data, resources, constraints and costs.
- Expertise in organizing work and adjusting production flow to meet objectives.
- Capability to monitor production, anticipate issues and malfunctions. Be highly responsive.
- Proficiency in workshop techniques and equipment to provide technical assistance and improve production management.
- Ability to provide information and training on safety rules and quality methods.
- Competence in coordinating regular maintenance of workshop equipment and machinery.

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- Effective communication skills within the workshop and with other departments in the company.

#### **Cross-disciplinary skills**

- Adaptability to changes in products, technologies, and work organization methods.
- Rigorous work organization and efficient management of priorities.
- Ability to analyze and synthesize a wide range of data.
- Proficiency in solving various technical and organizational problems and proposing improvements.
- Knowledge and adherence to health and safety regulations.
- Competence in preparing reports and production monitoring tables.

#### **Education:**

- A bachelor's degree in engineering, production management or equivalent is required.

#### **Experience:**

- Minimum of 7-15 years of relevant experience in a similar position as a production Supervisor.
- Experience within the electronics industry is mandatory.
- Proven track record of successfully leading and managing teams in a manufacturing environment.
- Previous experience in a multinational company or dealing with international clients is strongly preferred.
- Familiarity with Chinese business practices, regulations, and cultural intricacies is necessary.

#### **Leadership Skills:**

- Strong leadership qualities with the ability to inspire and motivate teams towards achieving organizational goals.
- Exceptional decision-making and problem-solving skills, with the ability to navigate complex situations effectively.
- Demonstrated ability to drive change and implement strategic initiatives to improve operational efficiency and performance.

#### **Technical Knowledge:**

- In-depth understanding of electronic manufacturing processes, technologies, and quality standards.
- Familiarity with lean manufacturing principles and continuous improvement methodologies.
- Knowledge of industry-specific regulations and compliance requirements.

#### **Communication Skills:**

- Excellent verbal and written communication skills in English and Mandarin Chinese
- Ability to effectively communicate with diverse stakeholders including senior management, employees, clients.

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**Strategic Thinking:**

- Able to elaborate budget for the production department.

**Team Building and Development:**

- Proven ability to recruit, develop, and retain top talent within the organization.
- Experience in mentoring and coaching employees to enhance their skills and performance.

**Results Orientation:**

- Results-driven mindset with a focus on achieving targets and delivering on key performance indicators (KPIs).
- Ability to set clear goals, monitor progress, and implement corrective actions as needed.

**APPLICATION**

Please send your resume and your motivation letter to:

[sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

**Mail subject:** Your name | Job title - location [Job reference]

Ex. Your name | Production Supervisor - Guangzhou [CDS-2024-023]

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