



JOB TITLE: Afternoon Supervisor

REPORTS TO: Production Manager

DEPARTMENT: Production

Apply to hr@larsenhinge.com

A family-owned business since 1919, in Walkerton Ontario, Larsen & Shaw has been a leading hinge manufacturer producing top quality Custom Hinges, Standard Continuous Hinges and architectural products as well as a wide variety of other hinges, hardware, and metal stampings.

The **Afternoon Shift Supervisor** ensures the overall efficiency and effectiveness of the Afternoon shift while supporting production operations by troubleshooting, determining work priorities and scheduling of the afternoon shift staff. Works closely with the QA Supervisor and takes a lead role to improve our quality performance through the use formal auditing, problem solving, root cause analysis and error-proofing techniques thereby addressing customer, supplier, or internal non-conformances and/or other areas requiring improvement.

Responsibilities:

- Manages the Afternoon Shift Employees, setting objectives, assigning tasks, scheduling, appraising performance, selection and training of new employees, identifying training and development needs, recording and monitoring timecards, coaching and recommending or taking disciplinary actions as required.
- Develops and maintains a team environment, encouraging cooperation, leading and guiding shared problem solving.
- Support the completion of all On the Job Training
- Schedule work to achieve on-time delivery objectives. Document and communicate issues that prevent this result.
- Monitor department RE and provide feedback to operators or escalating to Production Manager as required.
- Work with Process Engineering when process improvements are identified.
- Set-up and operate production equipment according to all policies and procedures.
- Responsible to report equipment malfunction and help in troubleshooting.
- Participates in process improvement and new product developments.
- Initiate and complete Corrective Actions in areas of responsibility.
- Maintain 5s standards in work area by conducting audits and take action where necessary.

Additional Responsibilities

- Assist with formal quality, performance studies and lead the Advanced Product Quality Planning (APQP) effort.
- Receiving Inventory
- Cycle Counting

The ideal candidate will have:

- 2-5 years of leadership experience
- Computer skills in Microsoft Office an asset

- Strong interpersonal skills and communications skills, both verbal and written
- Exceptional organizational skills necessary to coordinate multiple orders and work priorities on a daily basis to meet deadlines.
- Ability to make decisions and able to work with minimum supervision
- Demonstrated ability to develop, implement and maintain ISO or other formal quality standards
- Demonstrated excellent interpersonal and communication (verbal and written) skills
- Proven problem-solving and decision-making skills
- Organizational skills necessary to coordinate multiple projects/work priorities to meet deadlines
- Trainer/facilitator experience
- Understanding of the Health & Safety Act
- Project Management experience
- Proven track record in troubleshooting.
- 5S, Lean Knowledge and Metal Stamping experience are an asset

Schedule:

- 10 hour shift
- Monday to Thursday
- Afternoon Shift 3:30pm to 2:00am
- Overtime

Compensation and Benefits:

- Competitive Wages
- Comprehensive and competitive benefits package
- Opportunity to participate in profit-sharing program, paid out biannually
- Enrollment in RRSP program with employer matching contributions
- Company ESOP Program
- EAP Program
- Wellness & Engagement Programs & Events
- Opportunity to grow within the company

OTHER INFORMATION:

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.

Our team is a carefully selected set of ambitious, and well-rounded individuals looking to help modernize the manufacturing industry. We are looking for individuals who want to be a part of our company's success as we adapt to market changes, have the desire to grow and have a clear vision of their future.

Larsen & Shaw is an equal opportunity employer committed to an inclusive and fair recruitment and selection process. If you are contacted about an employment opportunity, please advise us if you require accommodation. We thank all applicants for your interest in joining our team, only those selected will be contacted.

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