

VOLUSPA **1st/ 2nd Shift** **Production Supervisor**

COMPANY PROFILE:

An introduction to Voluspa unveils stunning packaging design coupled with rare exotic fragrances, as the brand invites fans to seek everyday chic illumination. Founded in 1999, Voluspa is an industry leading luxury home fragrance brand. Voluspa designs, markets, manufactures, and distributes its products worldwide.

ROLE MISSION:

Manufactures products by supervising staff of; warehouse, production, and shipping departments.

KEY ACCOUNTABILITIES:

- Accomplishes manufacturing staff results by;
 - Communicating job expectations
 - Monitoring
 - Appraising job results
 - Coaching and counseling
 - Administer disciplinary action as required
 - Coordinating and enforcing policies and procedures.
- Develops staff through training and developing personal growth opportunities.
- Maintains work flow by monitoring steps of the process
- Initiates and fosters a spirit of cooperation within and between departments.
- Completes production plan by;
 - Scheduling and assigning personnel
 - Establishing priorities
 - Monitoring progress
 - Resolving issues
- Maintains product quality level by ensuring standards are adhered to in the warehouse, manufacturing and shipping process.
- Maintains a safe and clean work environment.
- Ensures compliance with established policies and procedures.
- Resolves personnel problems.
- Reporting results of the shift in production summaries.
- Able to handle safety issues.

- Able to identify improvement opportunities and implement.

EDUCATION:

- High school diploma required
- Associates degree preferred

Qualifications:

- Previous supervision experience.
- Knowledge of coaching techniques, managing processes, process improvement using Lean/Kaizen methodology, and the administration of company policies.

SALARY:

- Based on experience.

BENEFITS:

- Medical, Dental/Ortho, Vision Insurance
- Term Life Insurance
- 401k with matching incentives
- Paid Holidays and Accrued PTO
- Tuition Reimbursement