

 NewVac, LLC <small>An ADI Company</small>	 NewVac, LLC <small>NewVac (Cage Code 63127) and American Defense Interconnect (Cage Code 60118)</small> <small>An American Distributors LLC Company</small>	Prepared by Bill Green	Revision Date 8/2024
		Department Operations	Revision N/A
		Reports to FFM	FLSA Status Exempt
JOB DESCRIPTION			
FOCUS FACTORY SUPERVISOR			

SUMMARY

The Focus Factory (Production) Supervisor will oversee our focused factory operations and personnel and ensure that manufacturing operates efficiently to meet production schedules and plans.

This role will report to the appropriate Focus Factory Manager (FFM).

ESSENTIAL JOB FUNCTIONS

- Ability to meet daily/weekly/monthly goals, communicating them effectively to employees.
- Must be skilled in complex operations and able to comprehend the mature of the manufacturing.
- Strong knowledge of organizational workflow and ability to create schedules based on higher level factory plans.
- Supervisory skills needed to oversee employees and to train and coach them effectively.
- Commitment to safety regarding the use of equipment and manufacturing process.
- Knowledge of equipment and ability to oversee and schedule regular maintenance.
- Analytical skills to monitor production output and check for compliance with specifications.
- Critical thinking and problem-solving skills, including the ability to spot issues in efficiency/productivity and suggest improvements.
- Strong coaching and training skills to onboard new employees, including instruction on safety.
- Willingness to enforce compliance with safety guidelines and company standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated success in managing a complex manufacturing operation and implementing improvements
- 5+ years of manufacturing experience, strong preference to a cabling/electronics background
- 5+ years of experience in aerospace and defense industry working within AS9100 regulations is strongly preferred, as is experience with Government customers (DFAS, DLA, etc.)
- 3+ years in a leadership role with direct reports
- Understanding of Lean manufacturing techniques
- Working knowledge of MS Office tools
- Skilled in root cause analysis and continuous improvement
- Working familiarity with ERP and configuration management tools

REMOTE WORK OPTION

None. This role is on-site only.

SUPERVISORY RESPONSIBILITIES

- Direct leadership of the production team within a focused factory.

PHYSICAL DEMANDS

- Combined sitting, standing, and walking throughout the day to accomplish tasks.
- Occasional lifting up to 25 pounds.
- Ability to use computer for extended periods of time.

LANGUAGE SKILLS

Ability to read, write, speak and understand English

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Possible electrical hazards, possible fumes, airborne particles, odors,

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moveable mechanical parts, low to moderate noise level. The job location for this role is primarily in a factory. Exposure to temperature fluctuations is expected.

ENVIRONMENTAL POLICY

NewVac is dedicated to identifying and reducing the environmental impact of its operations, activities, and products. It is our commitment to comply with all applicable laws and other regulatory requirements concerning the environment. We are committed to preventing pollution and continually improving our environmental performance.

TRAVEL

Minimal

PAY RATE

Typical pay rate for this role is \$65,000 to \$90,000 depending on experience.

ELIGIBILITY

NewVac LLC. is an Equal Opportunity Employer. To conform to U.S. Government regulations applicant must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3).

NewVac LLC. Uses E-Verify to confirm applicants' eligibility.



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FOCUS FACTORY SUPERVISOR

I have read and understand the job description requirements and I am able to accomplish the essential duties and responsibilities.

Signature

Date

Print Name