

Job Description- Production Group Leader II

The Production Group Leader II will provide direct support and leadership to production team members. This is a “hands on” role, aimed at ensuring that product is manufactured to schedule, issues are addressed promptly and high levels of compliance to quality, GMP and safety requirements are achieved. This role reports to the Snr. Production Group Leader.

Duties and Responsibilities

- Provide direct front line leadership and support to assigned production cells / areas.
- Supervise, support and mentor a team of approx. 15 production operators.
- Instil and maintain a positive team atmosphere in the production area.
- Ensure that the company behaviours (BUILDS) are being respected and followed.
- Ensure that people management issues are effectively resolved in accordance with company policies and procedures. Complete performance reviews for team.
- Ensure that products are built in accordance with the production schedule.
- Ensure that KPI targets for safety, output, quality and productivity are achieved.
- Maintain the hourly output tracking system. Ensure that output, defects and downtime are accurately recorded. Escalate issues appropriately.
- Ensure that quality issues are dealt with in a timely manner. Assist the Quality team in resolving issues.
- Ensure that all paperwork associated with products being produced is completed accurately and in a timely manner.
- Ensure that all paperwork (e.g. CHR) and equipment (e.g. Templates, mandrels) are ready before the line/cell transitions to the next build.
- Ensure that work instructions and quality standards are accurate, clearly defined and followed. Assist with / make changes to documentation that may be required.
- Perform standard work audits and ensure issues are addressed.
- Ensure that assigned production cells / areas are staffed and operate in accordance with agreed plans.
- Ensure that the production team are adequately trained and competent. Ensure that effective cross training is implemented.
- Ensure that assigned work areas are fully compliant with GMP, Safety, 5S and good housekeeping obligations. Address issues in a timely manner.
- Ensure that assigned work areas operate in accordance with lean manufacturing policies and procedures (e.g. Kanban, 5S, Hr x Hr Tracking). Ensure that team members understand and act accordingly.
- Contribute effectively to the LPMS system. Complete assigned improvement tasks (from LPMS, CAPA, CIP's) efficiently and effectively.
- Work proactively & effectively with support (Engineering, Quality, HR, others) to resolve operational challenges.
- Support and encourage the submission and implementation of continuous improvement ideas and safety good catches from all team members.
- Participate in the interviewing and selection process for new employees.
- Be flexible and take on other duties which the Company may assign you from time to time.

Requirements

- Previous experience (3 years) as a line lead / team leader or equivalent role required.
- Previous experience in a medical device manufacturing environment.

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- Ability to learn and understand production worksteps.
- Ability to assess work content and an understanding of line balancing.
- Good leadership and communication skills.
- Be self directed and work with minimum supervision.
- A can-do-attitude with emphasis on meeting all internal and external customer requirements.
- A continuous improvement mindset.