



Assembly Lead

EMPLOYMENT AGREEMENT: Non-Exempt

ADVISOR: Production Manager / Supervisor

PRIMARY CHARACTERISTICS:

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Team Work:** Coordinates and manages efforts to complete production schedule and goals while maintaining a positive, energizing, and rewarding environment for all Coworkers. Works closely with leadership and other Reell coworkers to support and execute operational goals.
- **Communication:** Clearly and concisely communicates information orally and in written form regarding all manufacturing processes, issues, resolutions, and events to support the alternate shift(s) and leadership. Able to use MS and Oracle as a resource for decision making and directing others.
- **Professionalism:** Has good knowledge of manufacturing processes and plans, organizes, and executes the production plan in an effective and professional manner. This person recognizes nonconformities in processes and practices, and also collaborates to implement solutions when seeking to resolve them.
- **Leadership:** Is a frontline resource to execute daily/weekly production plan. Supervises the direct reports assigned to him/her through a servant leadership approach. Models behavior, performance, and attendance that would serve as an example to other coworkers. Leads through collaboration.

KEY RESPONSIBILITIES:

- **Leadership:**
 - Provides front-line leadership for the area assigned. This includes: Giving work direction to assemblers and temporary workers; coordinating the work of staff and the interaction between others; working with other leads and mfg. leadership to help assure all areas of production are covered; helping with attendance tracking of staff.
- **Production Performance:** Maintains documentation of production performance including QCDS. Maintains a high level of quality and efficiency during the execution of the production schedule. Ensures manufacturing leadership is informed and updated on events/key initiatives in his/her work area and projects assigned to them.
- **Quality/Compliance:** Maintains a thorough knowledge of manufacturing processes, equipment, fixtures, and products to produce products to meet customer requirements. Supports, trains, and documents training to ensure compliance to ISO and other required production standards. Shows a commitment to quality and helps to assure all team members are focused on achieving Reell's quality objectives and goals.
- **Training of Staff:** Coordinates and documents the training requirements and development of production coworkers on manufacturing methods, continuous improvement, and processes. This includes new assemblers and temporary staff as well as cross training all team members. Monitors progress and acceptability of work.
- **Continuous Improvement:** Continuously identifies and implements improvements within manufacturing to improve efficiency, reduce waste, reduce lead-time, and increase quality.

- **Statistical Process Control (SPC):**
 - Is proficient in using SPC techniques in accordance to the MF-056 Operator Response Process. Trains and assists team members in using this process to assure quality of products produced.
 - Is a resource for the SPC Issue Resolution Process (Support staff response process to issues of Mean Point, Sx, Control limits, or individual data points out). Uses statistical data: to make decisions, help give direction to staff, and reach conclusions about products and processes to problem solve & improve.
- **Print Reading:** Is able to interpret prints and provide instruction to others when relating them to processes, work instructions, work orders, and specifications to assure the quality of the products and processes & provide quality training & development of staff.
- **Productivity:** Helps to carry out daily production plans according to documented efficiencies, costs, and quality. Various activities include review of line performance & communication logs, coordination of staffing & setup strategies, coordination & training of staff and contract workers, and audits of standards. Assure the review and request of materials in Production storage locations. Analyze and review requests for technical support and elevate with Manufacturing Leadership as needed.

SKILLS REQUIREMENTS:

- General Practices and System Knowledge of manufacturing
- Analytical Thinking and Problem Solving
- Effective Communication and Comprehension
- Quality/Customer Focus
- Adaptability/Facilitates Change
- Continuous Learning
- Directing, Training, and Development of others

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- High School/GED Graduate
- Has basic knowledge of Microsoft Office, GMP (general manufacturing practices), and WI (work instruction) documentation understanding/training
- Has basic knowledge of Lean Manufacturing practices
- Attends and satisfactorily completes Certified Supervision Coursework, and/or have 3 years comparable experience, education, and knowledge of leadership expectations in a frontline leadership position
- SPC knowledge & experience with statistical data collection
- Basic knowledge of Microsoft office
- 3 years previous experience in a manufacturing environment

PREFERRED REQUIREMENTS:

- 3 years of previous experience in an assembly lead type position
- Certification by an accredited educational institute or Associates degree in a related field
- Certification/Experience/Training in the application of Lean Manufacturing
- Basic knowledge of Oracle

PHYSICAL REQUIREMENTS:

- Ability to walk/stand most of the shift and lift up to 40 lbs
- Good hand/eye coordination and manual dexterity
- Able to perform duties that would include bending, stooping, and climbing stairs
- Safety glasses with side shields are required for this position