



Production Supervisor

Job Summary

The Production Supervisor is responsible for the daily operations within the Department, including but not limited to directing and coordinating all activities within the processing areas by performing the following duties in a timely manner and with the health and safety of all employees in mind.

Main Duties:

Directly supervise processing and packaging efforts of department staff. Support the day-to-day functions of production staff while providing continuous leadership and guidance that will ensure the efficiency of the department and Company targets are met.

- Coordinate work activities with other departments
- Ability to maintain product quality
- Recommend measures to improve productivity and product quality
- Supervise, co-ordinate and schedule activities of workers
- Ensure overall compliance and adherence to Health and Safety policies
- Ensure effective communication with other departments
- Provide training as required (H&S, GMP's, SOP's)
- Responsible for meeting & reporting on daily production targets
- Other duties as assigned

Required Skills:

- Strong written and verbal English communication skills
- Good organizational, analytical and judgement skills.
- Ability to function in a fast paced production environment.
- Ability to work rotating shifts, including day, evening and nights
- Strong knowledge of HACCP and GMP's

Required Education & Experience:

- Previous experience in a supervisory role in the food and beverages industry.
- Experienced in food manufacturing
- Diploma and or degree in Operations Management, Business Administration.
- Knowledge of Health & Safety regulations
- Working knowledge of Microsoft Excel, Word and Outlook is an asset.
- **MUST be able to work a rotating shift (days, afternoon & evenings)**

Benefit Package

- 3-months probationary period
- 50/50 medical and dental insurance coverage after 6 months

Job Type: Full-time

If you are interested in this position please forward your resume to the Human Resources Department at HR@superpufft.com. Please include Production Supervisor in the subject line.

