



# Job Opening

## Assistant Production Supervisor – Night shift

### Job Description

New to Albuquerque. Long established manufacturing company of plastic and lead based products used to contain and shield radiation seeks Assistant Production Supervisor for its night shift to help lead production work of approximately 20 employees. Hours of our night shift are 3:30 pm - 12:00 am. Company is a manufacturer of radiation containment and shielding products for the nuclear power, Navy and medical industries. Will manage and organize production process for product orders. Will be taught and learn materials, products and production processes which involves "heat-sealing" plastic products and sewing. Familiarity with plastic film is a plus.

#### *Duties:*

- Organizing workflow and assigning orders and responsibilities to production personnel.
- Monitoring and training employees.
- Initiating, coordinating and enforcing systems, policies and procedures.
- Setting daily objectives and communicating them to personnel.
- Ensure that production plans are completed on time.
- Meet with department leaders to coordinate production and shipment activities to eliminate delays, expedite orders, and resolve complaints.
- Utilize the manufacturing modules of our Enterprise Resource Planning (ERP) software system on the production floor.
- Work with our General Manager, Operations Manager and Sales team to ensure that products are manufactured to specification.
- Contacts appropriate sources for repair issues.
- Compiles and analyzes production records.
- Ensure the safe use of equipment.
- Enforce strict safety guidelines and company standards.
- Maintain a clean and safe working environment.

### Requirements

- Individual must be self-motivated, organized, able to work in a team environment.
- Detail orientated, able to handle multiple responsibilities and complex issues in fast paced setting.
- Basic math and computer skills, experience reading diagrams and schematics.
- Prior supervisory experience.
- Organizational and leadership skills.
- Coaching, communication, problem solving and planning skills.
- Ability to read and interpret computer aided design (CAD) and engineering drawings.
- Familiarity with machine controls and instrumentation.
- Experience with production planning processes
- Able to lift 50 pounds

#### *Se Habla Espanol*

- Will need to start work on our day shift for a few weeks to learn our production process before working on our night shift.
- Job Type: Full-time
- Pay: \$17.00 - \$20.00 per hour

### Apply

To apply, please send your resume to [info@lancsindustries.com](mailto:info@lancsindustries.com) with the subject line in your email – Assistant Production Supervisor – Night shift

### Contact Us

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