



**SAND Profile Inc.**  
PO Box 177  
330 West Commercial Drive  
Annandale, MN 55302 USA  
Tel: +1 320 274 2940  
Fax: +1 320 274 2941  
sandprofile.com

## **Supervisor**

### **Summary:**

Oversees and directs planning, controlling, and coordinating the entire range of manufacturing activities. This includes the responsibility for the manufacture of rubber gaskets, production planning and scheduling, supervision of all production employees, plant maintenance and maintenance personnel, methods and process improvements and other assigned duties.

### **Essential Duties/Responsibilities:**

- Schedules daily production to ensure proper workflow.
- Responsible to make modifications to schedule to accommodate customer and company needs.
- Schedules shift work and overtime to accomplish production needs.
- Updates the tracker to ensure good communication with regard to part status.
- Interfaces with production manager on all activities.
- Interfaces with the maintenance department regarding any needed equipment repairs.
- Identifies training needs and confers with production manager on means to accomplish the training.
- Ensures employee and workplace safety by decreasing the chances of risky behavior.
- Other assigned duties as needed

### **Education:**

- Minimum of high school diploma or equivalent

### **Experience:**

- Three to five years' experience in a manufacturing environment with some direct experience in scheduling and leading. Experience of Supervisory preferred.

### **Additional Knowledge, Skills, Abilities, Certifications, and Licenses:**

- Demonstrate excellent oral and written communication skills along with strong interpersonal skills and listening ability to communicate effectively.
- Excellent time management skills
- Familiarity with Quality Assurance systems
- Ability to influence others towards action or a particular point of view.
- Knowledge of operational issues and concerns of the location managed.
- Ability to encourage and sustain the high performance of employees and provide appropriate developmental opportunities.
- Knowledge of company procedures and processes.



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- Willingness to accept responsibility.
- Driving and operating electric forklift trucks.
- Experience and competence working in a Windows based PC environment utilizing MS products, such as Word, PowerPoint, Outlook, and Excel
- Working knowledge of applicable Safety, Labor Relations, and Environmental regulatory requirements on local, state, and federal levels.

**Competencies:**

- Analytical Thinking
- Flexibility /Adaptability
- Integrity
- Punctuality
- Reliability
- Initiative
- Trustworthiness
- Logical Reasoning
- Strategic Thinking
- Building Relationships
- Team Leadership

**Work Location:**

- One location

**Benefits:**

- Health insurance
- Dental insurance
- Life insurance
- Short/long term disability insurance
- Retirement plan (401K)
- Paid time off (PTO)
- Paid Holidays

**Pay Frequency:**

- Bi weekly