



Job Description

Job Title	Production Supervisor 2 nd Shift	Reports to	Prd - Site Manufacturing Manager
Department	1600 - Plant Overhead	FLSA	Hourly
Location	Woodridge IL	Status	Temp

About Us

Inventus Power is a global leader in advanced battery systems that specializes in designing and manufacturing high-quality, reliable, and innovative power systems for a broad range of portable, motive, and stationary applications. We are a US based company headquartered in Woodridge, Illinois and have a global presence that extends across four continents with five manufacturing facilities, three engineering technical centers, a multi-tiered sales service channel, and 3,000+ employees. For over 60 years, Inventus Power has been addressing the rapidly expanding power demands of a changing world through technology and engineered solutions. We continue to invest in our people and processes, while enhancing our products and capabilities in order to create a safer, smarter, and more sustainable battery-powered world.

We are an ITAR facility and hire only U.S. persons who are defined as U.S. citizens or green card holders.

What You'll Do

The Production Supervisor will be responsible for managing a diverse and talented manufacturing team. Primary goals include properly organizing staff members and achieving a reasonable workflow throughout the day. This position will also include directing, disciplining, training, and assisting lower-level manufacturing employees in a factory setting. The Production Supervisor will also be involved in hiring, discipline, terminations, and other supervisory responsibilities.

Responsibilities (Including other duties as assigned)

- Meets customer delivery deadlines and production expectations with little or no supervision and directs and assigns work to the hourly production personnel to coordinate production activities.
- Know, understand, communicate, and facilitate a safe work culture, ensuring compliance with all company safety/environmental and housekeeping policies.
- Plan production operations and establish priorities and sequences for manufacturing products.
- Communicate between Production Manager, Customer Service personnel, and other supervisors regarding scheduling problems, and resolve issues that may affect the planned priorities.
- Inspects work areas to ensure operational performance and utilization.
- Monitors employee performance to assure that quality and production standards are met and assists in completing performance reviews.
- Assures that employees are trained to adequately perform assigned tasks.
- Builds and maintains morale in the hourly Production workforce and maintains a good attitude with fellow workers and management to enhance morale.
- Successful implementation of improvements and new processes.

What You Will Need

- Bachelor's degree preferred but not necessary.



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- Prior work in a supervisory role, preferably in a manufacturing environment.
- Fluent speaker and writer in English, additional languages a plus.
- Good communication skills, strong ability to time manage and multi-task, and basic math skills.
- Familiarity with Microsoft Office Suite including Outlook required.
- Strong Leadership ability (including Integrity/Ethics, Attitude).

Inventus Power is proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Date

Employee Name

Employee Signature

Date

HR Name

HR Signature