

Winslow Automation, Inc. /SIX SIGMA, an industry leader in electronic component soldering and other packaging services, is seeking a creative, mechanically inclined and quality conscious individual to join our team in Milpitas, CA.

We are currently hiring **Production Supervisor (Swing Shift)**.

Job Responsibilities:

- Oversees production operations and supervises all production / manufacturing employees during swing shift (3 pm – 12 midnight)
- Enforces personnel policies to ensure employees are following the systems, policies, and procedures in place.
- Ensures proper records (e.g., travelers, logs, etc.) are being completed accurately and in a timely fashion.
- Consistently monitors work progress during swing shift for quality and accuracy
- Revises employee schedules as necessary, taking into consideration production needs.
- Resolves production problems and escalates issues to Managers, Quality, Engineering, etc. when appropriate.
- Coaches, counsels, and evaluates individual employee performance and takes action to improve, such as on the job training, work area evaluations and other performance improvement measures.
- Helps to identify employee training needs
- Maintains staffing levels by interviewing and participating in hiring decisions.
- Writes and conducts performance appraisals for all employees on swing shift.
- Maintains a safe and clean work environment and role models for employees to do the same.
- Recommends necessary improvements to the documents and procedures used during swing shift production.
- Corrective Action Report (CAR)/Preventative Action Report (PAR) team leader
- Actively protects company proprietary information at all times.
- Demonstrates a desire to manage your own professional development by independently doing research, taking trainings and pursuing education classes to further your career.
- Any other responsibilities your manager may assign to you from time to time that are important to this position.

Job Requirements:

Education: BA/BS degree preferred

Experience: Minimum of 5 years work experience in a manufacturing environment and 2 years supervisor/lead experience

General Requirements (skills, experience, demonstrated abilities):

- Excellent communication and interpersonal skills
- Ability to follow verbal and written directions accurately, thoroughly, and to its completion.
 - Strong ability to read, comprehend, and execute work instructions
 - Strong command of the English language (written and verbal)
 - Able to determine when to ask questions
 - Strong decision making skills

- Ability to schedule, coordinate, and lead meetings
- Exceptional organizational and tracking skills
- Ability to train small groups or individuals
- Intermediate computer skills in MS Office (Word, Excel, Access and Outlook) and Windows
- Safety conscious, dependable, adaptable, diligent, “do it right the first time” attitude, quick learner, and self-motivated with a results-driven approach
- Multilingual a plus, specifically English, Spanish, Mandarin, &/or Tagalog

Employees enjoy:

- Medical, Dental, and Vision Insurance
- FSA (Flexible Spending Account)
- Life Insurance and Long-term Disability
- Paid Holidays & FTO (Flexible time off)
- 401(k)
- Profit Sharing

Email resume to hr1@solderquik.com. You may also come in to fill out an application at 905 Montague Expressway Milpitas, CA 95035; or visit <http://www.winslowautomation.com>.

This position requires handling of product or information which is subject to ITAR regulations. Applicants must be either a U.S. citizen, U.S. Permanent Resident (i.e. a Green Card Holder), Political Asylee, or Refugee.