

BMS Direct – Job Description

Position Title: Production Supervisor

Supervisor: General Manager

Purpose of Job: Plan, coordinate, and supervise all activities of the Inserting areas. Responsible for managing the GPO and DSS projects and staff. Provide leadership and oversight for the efficient operation of the inserter area to include hiring, training and evaluating the personnel assigned.

Supervises: Inserting and GPO Staff

Essentials duties and responsibilities include the following. Other duties may be assigned.

- Maintain a clean, Safe and orderly work area in all areas of production.
- Ensure quality checks are completed and verified for every order along with continual checking throughout the processing of orders.
- Help schedule all work orders, set priorities, and continuously monitor progress to ensure efficient processing and to meet daily production demands.
- Manage and coordinate GPO, DSS-CP Projects and staff to ensure all contractual requirements are met.
- Assist in development of training program for employees in your area to include cross training to utilize staff for unforeseen and scheduled needs.
- Personnel supervision to include dealing with day to day issues, training, performance appraisals, documentation of all pertinent information, attendance tracking, scheduling of vacations, counseling and administering any disciplinary action as needed.
- Provide oversight for the preparation of equipment & material set-up for production in accordance with work order requirements.
- Inform project management staff of all job-related issues such as schedule, material & postage requirements, shortages & changes, complications and completion.
- Maintain accurate records for every order. Utilize equipment and programs to verify counts, postage, inventory, quality, complications, and production efficiency.
- Maintain current knowledge of USPS regulations and policies in regards to mail preparation and delivery.
- Ensure left-over materials are dispositioned in a timely manner per work order instructions.
- Be familiar with the operation of all equipment within the department.
- Monitor machines for maintenance requirements and ensure all equipment is maintained in accordance with manufactures specifications.
- Complete and submit required daily paperwork including Email, Paylocity and any corresponding information related to equipment and staff.

- Perform all assigned procedures in an efficient manner while observing all safety rules
- Understand, comply, and monitor staff in accordance with applicable company policies.
- Participate in continued Management training.
- Performs other duties as assigned

General Time Allocations

This position will require about 70% of the time to be spent on managing the production activities including the GPO/DSS staff and projects. About 20% of the time will be spent on mentoring and training employees with the other 10% being administrative work.

Required Qualifications:

- Education and/or Experience: Associates degree or equivalent combination of education and experience.
- Must have a developed mechanical aptitude.
- Manual and physical requirements: Regularly required to sit or stand; use hands to finger, handle or feel objects, tools, or controls. Must frequently lift and/or move 40 pounds or more.
- Good communication skills, outgoing, and personable.
- Maintain professional appearance and demeanor that reflect the company's commitment to quality, continuous improvement, and respect for individuals.
- Must be familiar with Microsoft Office applications.

Working conditions:

- Typical workday: 6am–3pm with some evening and weekend work.
- Noise: moderate
- Environment: good

Last Updated: 1/07/2019- Tysver

I have read the above job description and understand what is expected of me. This list of duties may be modified by management due to company and / or departmental needs.

Signature: _____ Date: _____

Witness: _____ Date: _____