



Job Title: Shift Lead/Supervisor

Location: Fort Benton, MT

Position Description: The Shift Lead/Supervisor will be responsible for coordination of all day-to-day tasks relating to production on assigned shift at the Fiber Processing Facility. This will include the supervision of personnel, creating the schedule and coordination of daily production activities to ensure the highest quality products are always manufactured. This position will report to the Director of Manufacturing Operations and work closely with maintenance, Supply Chain Supervisor, Quality Assurance and Sales teams.

Duties and Responsibilities:

- Oversee operations personnel
- Oversight of operations on assigned shift
- Create personnel schedules
- Provide direction and duties
- Thorough understanding of Standard operation procedures
- Document and report quality concerns to QA Manager
- Document and report maintenance concerns to Maintenance department
- Document and report operational issues to Director of Manufacturing Operations
- Problem solves/Troubleshoots issues and recommends solutions
- Work with maintenance and quality department and other departments as needed to ensure adherence to SOP's, Quality and GMP standards
- Conduct safety huddles and promote safe working conditions
- Adhere and maintain quality standards for production
- Coordination of production schedule on assigned shift
- Train new and current employees on standard operating procedures

Required Skills/Abilities:

- Leadership and management
- Verbal and written communication
- Organizational skills
- Strong attention to detail
- Problem solving
- Team oriented
- Proactive critical thinking

Education and Experience:

- High school diploma required
- Bachelor's or associate degree a plus
- Minimum of two years of experience in a production environment
- Experience supervising a team preferred