



Position Title	Plant Supervisor
Department/Location	Spruce Pine, NC, USA
Job Summary	Plan, direct, and/or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications. Responsible for the safe operation of all process equipment to include all milling and conveying processes, paper and semi-bulk bag processes, and bulk truck and bag truck loading. Ensure all production processes operate efficiently to achieve the established production plan including hands-on tasks as required. Communicate effectively with teams including production, safety, quality, and engineering.
Key Accountabilities and Responsibilities	<ul style="list-style-type: none"> • Review processing schedules and production orders to make decisions concerning, staffing requirements, work procedures, and duty assignments, considering budgetary limitations and time constraints to meet production, quality, cost, and employee health/safety requirements. • Coordinate production needs with shift supervisor and serve as a liaison between production, quality assurance, operators, customer service, and plant management. • Conduct daily shift production meetings to communicate with all process operators to coordinate all mills, bagging and loading activities on the shift. • Provide front line process technical expertise/ problem solving and provide hands-on process assistance to the production departments as required to reduce downtime and maintain efficiency. • Report shift production information as required ensuring shift KPI's are achieved. Ensure required information is accurately entered in the ERP system. Ensure that Bill of Lading and Master Shipping Sheet documentation is processed. • Ensure laws, regulations and company policies are adhered to in order to ensure a safe and efficient work environment. • Participate in development, justification and commissioning of capital expenditures and continuous improvement projects. • Take inventory of finished goods. • Perform other duties as assigned.
Education/Experience Requirements	Must have 5 years of working experience in a production environment. Experience in mineral processing preferred. At least 2 years supervisory experience required. Bachelor degree in Engineering, Business, Mining, or related field preferred.
Skills and Attributes Required	<ul style="list-style-type: none"> • Solid interpersonal skills to supervise a diverse work group • Prioritization and problem solving • Good verbal and written communication skills • Strong math competency to calculate blend percentages, tph, flow rates, etc. • Operational knowledge of Microsoft Office and ERP software
Required Activities	Frequent walking, standing, and sitting with exposure to all seasonal climatic conditions, and typical manufacturing environment conditions. Occasionally lifting, carrying, and/or pulling objects up to 50 lbs.

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