

JOB DESCRIPTION - Production Supervisor

Location : Noida

Responsibilities:

- Oversee the production process, coordinating all production activities and operations.
- Plan and draw up a production schedule and ensure timely execution.
- Determine quality control standards and enforce strict adherence to quality procedures.
- Organize workflow by assigning responsibilities and preparing schedules.
- Oversee and coach employees, ensuring that health and safety guidelines are followed.
- Supervise and evaluate performance of production personnel (quality inspectors, workers, etc.).
- Maintain 5S on the factory floor
- Monitor production to resolve issues and escalate unresolved issues to the appropriate channels.
- Prepare and submit status and performance reports.
- Collaborate with quality control, warehouse, and other staff.

Qualifications

- Proven experience as a Production Supervisor or similar managerial role.
- Knowledge of production management and quality standards.
- Strong understanding of health and safety regulations.
- Strong organizational and leadership skills.
- Ability to work under pressure and manage multiple tasks.