

International Packaging, Inc.

Job Description: Folding Department Supervisor (3rd Shift)

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Role and Responsibilities	
<p>The Third-Shift Folding Department Supervisor has experience with folding, cutting, and operations of multiple machines. Able to trouble shoot mechanical issues and get equipment back up and running. The Third-Shift Folding Department Supervisor manages a small staff.</p>	
Responsibilities/Duties/Functions/Tasks	
<p><i>Key responsibilities include:</i></p> <ul style="list-style-type: none">• Providing leadership, guidance, direction, and management for production within the folding department on 3rd shift• Ensures safety, quality, production, and customer satisfaction goals are met.• Initiates and supports all processes and ensures compliance with company SQF 9.0 and other company certifications.• Responsible to maintain and troubleshoot folding equipment.• Motivates and leads small team to continually meet project and company goals.	
Qualifications and Education Requirements	
<ul style="list-style-type: none">• Organizational skills, and the ability to motivate people to perform at high levels.• Technical and problem solving skills.• Must be quality conscious and customer oriented.• Must possess the ability to develop improvements, achieve budget/cost constraint.• Proficiency with Microsoft Office and Outlook preferred.	
Special Position Requirements:	
<ul style="list-style-type: none">• Able to work 10:00 pm to 6:30 am MON-FRI	
Physical Requirements:	
<ul style="list-style-type: none">• Manual dexterity sufficient to operate folding equipment and conduct inspections of materials.• Physical ability to do work requiring movement between racking, machines and other manufacturing areas.• Physical strength to lift and carry 25 pounds frequently.	