

JOB DESCRIPTION

Position	SMT Production Supervisor	Department	SMT
Position class		Section	
Level		Report to	SMT Manager

RESPONSIBILITIES:

1. Responsible for facility and equipment setup to ensure preservation of company assets.
2. Responsible for facility and equipment setup to ensure a successful factory launch per agreed timeline.
3. Hiring and training of skilled operators, technicians, workers, and other support personnel per department organization chart.
4. Process documentation development including work instructions, training guides, and internal quality standards.
5. Production setup for new project(s).
6. Completion of setup operations coincides with successful completion of mass production of first product.
7. Management of electronics production department. Including:
 - SMT, Printer, Reflow, Wave Solder, manual insertion, test, and rework equipment and operations.
 - Schedule, refine and oversee preventive maintenance activities.
 - Ensure first article approvals are carried out prior to each production run.
 - Ensure product made on schedule meets quality requirements.
 - Ability to understand and resolve 1st level issues on the floor with equipment and processes in a hands-on manner.
8. Responsibility for department P/L in regards to efficiency and waste.
 - Track and document the top three production issues for each product in production.
 - Perform root cause analysis on production fallout.
 - Initiate and facilitate Kaizen and Lean initiatives to solve problems, streamline the process, reduce waste and improve quality.
 - Initiate, coordinate, and manage inventory cost control program.
 - Prepare and maintain production reports and personnel records.
9. Supervise and ensures effective employee relations.
 - Hire and train new personnel to support growth plan of organization.
 - Provides employee coaching and development opportunities.
 - Motivates production team creating a culture of personal responsibility.
 - Resolves employee issues through problem resolution.
 - Gives timely feedback.
10. Create, document, and sustain standardized work practices.
11. Ensures a safe, accident free work environment. Creates and enforces safe work practices.
12. Leads by example.

REQUIREMENTS:

1. Bachelor Degree of Science in an Engineering discipline (Electronics, Automation Electronics, Mechatronics)
2. Minimum 5-years working experience in SMT area.
3. English: Good
4. Computer : Good
5. Analysis skill, Decision making, Solving problem, ability to work under pressure, good communication