



Position Purpose/Overview

The primary purpose of this position is to supervise the work flow tasks for all areas of Production.

Responsibilities/Duties/Functions/Tasks

- Manage cases and case-flow to ensure on-time ship.
- Promote a safe work environment by ensuring compliance with safety guidelines, include personal protective equipment (PPE) standards.
- Process end of day procedures for production area by pre-determined time frames outlined by management
- Monitor/evaluate employee's daily tasks to increase productivity
- Maintain cleaning schedules for production team members, monitor inventory and order all floor supplies needed
- Escalate production area concerns to Production Director or VP of Operations
- Complete audit once a week to ensure all cases are up to date and accurately tracked
- Handle all equipment repair and/or replacement
- Any additional duties assigned
- Strong attention to detail
- Ability to work in a fast-paced environment
- Maintain and promote a positive work environment
- Working knowledge of MS Word, Excel or similar computer software systems
- Ability to use scanning system to input data
- Knowledge of dental fabrication a plus
- Knowledge of CAD/CAM a plus
- Excel experience required

Qualifications (Experience, Education, Licensure, Certification)

- High School degree or GED equivalency
- Previous high-speed manufacturing experience required
- Previous experience in a complex, dynamic environment supervising 50 + employees
- 3-5 yrs. supervisory experience
- Previous experience hiring skilled employees
- Experience in the dental field preferred
- Experience with process improvement systems and change management