



Manufacturing Supervisor

Directly supervise and coordinate the activities of production workers to ensure production goals of the organization are met and provides technical assistance related to the sustaining and review of existing processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforce safety and class 100 & 1000 cleanroom regulations.
- Keep records of employees' attendance and hours worked.
- Actively develop members on the team through cross-training of tasks and job functions.
- Actively looking for ways to improve team performance.
- Ensure product priorities support needs of business.
- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Plan and establish work schedules, assignments, and production sequence to meet production goals.
- Interpret specifications, job orders, and company policies and procedures for workers.
- Evaluate employee performance.
- Good communications and conflict resolution skills.
- Calculate labor and equipment requirements and production specifications, using standard formulas.
- Maintain operations data consistent with the Key Performance Indicators (KPIs).
- Requisition materials, supplies, or repair services.
- Recommend or execute personnel actions, such as hiring, evaluations, or promotions.
- Monitor procedures to assure quality control of Work in Progress (WIP).
- Completing standard operating procedures and protocols related to process flows.
- Work effective in a team oriented cross functional environment.
- Assist in problem solving with engineering.
- Assist and support development and run production.
- Maintain safe and clean working environment by applying Company procedures and 5S rules.
- Complete work in a safe manner by enforcing procedures, rules, and regulations.
- Maintain product and company reputation by complying with federal and state regulations as well as internal product quality requirements
- Contribute to team effort by accomplishing tasks as needed.

- Analyzing information and evaluate results to choose the best solution and solve problems.
- Microsoft Outlook and Office Application Skills (Excel, Word, and PowerPoint).
- Experience utilizing Manufacturing Execution Systems (MES).
- Other duties as assigned.

BASIC QUALIFICATIONS, EXPERIENCE, SKILLS, AND EDUCATION REQUIRED

- Associates degree in technical/manufacturing field or at least three years of experience in similar.
- Be able to read, write, and speak fluently in the English language.
- Some understanding of semiconductor wafer processing or manufacturing environments.
- 2-4 years of supervisory experience in a semiconductor wafer processing environment preferred.

ITAR/EAR CRITERIA

- This position will require lawful access to ITAR/EAR controlled information and employees in these roles will need to meet those requirements. Requirements include US Citizenship, US Permanent Resident or ability to meet contract-specific licensure requirements.

EMPLOYMENT CATEGORY

- Regular full-time.
- Oversees a 12-hour shift.

LOCATION OF EMPLOYMENT

- Albuquerque, NM

Send CV or resume via email to careers@3DGSinc.com