

JOB Description: Production Leader / Assistant to the CEO

Job Summary: The production leader/Assistant to the CEO directly supervises production employees to maximize productivity on assigned shifts and areas. This person carries out supervisory responsibilities in accordance with the Company's policies and procedures, OSHA regulations, and FDA guidelines. In addition, as Assistant to the CEO, he/she is responsible for coordinating the activities of Shift Supervisors and manages the plant when the CEO is not on-site

Reports To: CEO

Key Duties and Responsibilities:

- Assign, direct, review and monitor work of supervised staff to maximize productivity
- Ensure proper procedures are in place and being followed for production efficiency, quality of product, employee safety, and state and federal guidelines
- Coordinate production schedules and estimate worker hour requirements for completion of job assignments; establish or adjust work procedures to meet production schedules
- Recommend improvements to production methods, equipment performance and quality of product
- Train and instruct employees regarding production and equipment standards and processes
- Engage in the typical responsibilities of a manager requiring planning, evaluating, organizing, integrating and delegating
- Analyze and resolve work problems, or assists workers in solving work problems
- Assist in production as needed
- Conduct quality control testing of the product and equipment
- Complete shift paper work
- Lead by example and communicate daily with other shift supervisors and the plant manager

Relationships:

CEO, Operations Manager, Quality Control, Maintenance, warehouse, purchasing, packaging

Requirements:

- Knowledge of the manufacturing processes, procedures, and machinery, acquired through at least five years of manufacturing experience (in the food industry a plus)
- Ability to select, coach, develop, engage and retain a team of employees
- Advanced computer skills; knowledge of Microsoft Office Suite
- Effective oral and written communication skills
- Manual dexterity required for operating heavy machinery (such as extruders, dies, rolling mills, rotary cutters, shaking dryers, belt dryers and fork lifts)
- Skill in organization, prioritization, multitasking and attention to detail
- Willingness and ability to travel abroad for technical training

Education and/or Experience:

- Four-year Bachelor Degree (Mechanical or Electronic engineering preferred)
- Minimum of 5 years experience in similar position in a highly automated production environment with supervisory responsibility

This job description is a general description of the essential job functions. It is not intended as an employment contract, nor is it intended to describe all job duties someone in this position will be expected to perform. All employees at LC America are expected to perform tasks assigned by LC America's supervisory/management personnel, regardless of job title or routine job duties.