



PRODUCTION DEPARTMENT LEAD

This position is responsible for safely and efficiently coordinating with groups of production employees while monitoring daily activities such as production process, scheduling, help train production employee on equipment operations. Maintain product workflow records and other department needs.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Monitor and maintain workflow between Line Leads & Pullers.
- Issue workorders, review production schedules, organize and assigned work orders to the lines.
- Assures workorder BOM accuracy by comparing BOM with physical production and work instructions.
- Help inspect production work, document issues, ensure work order conformance. Lead team in a manner to meet quality, production, and customer delivery expectations.
- Handle failure analysis & creates logs to document all defective electronic components and submit to Inventory Controller to issue vendor return &/or subject to engineering testing.
- Responsible for assisting Production Supervisor to conduct equipment training for all production employees.
- Multi-task and work with sense of urgency to ensure operating schedules are met.
- Monitors work order processes and makes suggestions for modifications in order to increase and improve productivity, efficiency and help implement changes as directed or needed.
- Help maintain accurate and up-to-date PMS logs.
- Support and help trouble-shooting production issues and help provide quick responses to customer service.
- Must submit daily report to Production Supervisor on any issues with quality, processes, equipments & materials
- Adhere to all company policies; including but not limited to attendance, safety, and security and promote positive company culture.
- Performs other miscellaneous task & duties as directed by Production Supervisor.
- Job duties may change over time and additional job functions may become essential.

Required and Essential Skills include but not limited to:

- Must have ability to work in a fast-paced environment.
- Ability to recognize incorrect BOM and correlation labels, communicate these issues to Production Supervisor for immediate correction.
- Ability to close workorders, knowledge of printing box labels, instruction sheets & verifies UL warning label information.
- Ability to handle difficult situations, work well under pressure, and react quickly to unknown and changing circumstances.
- Ability to prioritize multiple workloads and ensure each is completed on time.



- Ability to work independently and as a team.
- Basic computer skills, including but not limited to Microsoft office and Outlook experience.
- Willingness to adapt to the changing environment of swiftly growing and evolving company.
- Able to lift a minimum of 45 pounds.
- Able to lead a team of 25 or more
- Excellent verbal and written communication
- Network with all warehouse supervisors to properly execute best practices ranging from Safety to Compliance
- Maintain a clean and organized work area to facilitate manufacturing functions.

Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance, Voluntary Life/AD&D and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

Nora Lighting is a Drug-Free Workplace – Employment is subject to passing a drug test