



Premier Material Concepts (PMC)
(part of the Rowmark family of companies)
2040 Industrial Drive, Findlay OH
419-425-8974

Job Description

Title: Production Supervisor – Evening/Night Shift (7:00 p.m. to 7:00 a.m.)

Reports To: General Manager

Primary Purpose: Serve as a hands-on team leader with responsibility for the operations of our manufacturing processes with a drive to work in a fast-paced, growth-oriented environment with an expectation to motivate the production team to meet or exceed the company's goals.

Expected Attributes:

- Positive attitude with a high level of accountability, personal drive, ambition, integrity
- Uncompromising approach to Safety and Quality
- Competent in communicating directly and openly throughout the organization with a commitment to teamwork and continuous improvement
- High level of problem solving, troubleshooting, and task/project management skills
- Passion for continuous improvement in all aspects of the company's performance; Pension for driving for results and measuring progress/results

Qualifications:

- At least 3 years of supervisory experience in a manufacturing (preferably extrusion) environment, Engineering or technical background/aptitude favorable. Bachelor's degree not mandatory, but a plus.
- Ability to learn new processes quickly, to give clear direction, to motivate people, and to reinforce employees' positive work performance
- Desire to work in a fast-paced, growth-oriented environment with an expectation to utilize systems for productive feedback and accountability
- Strong interpersonal and verbal/written communication skills with the ability to work effectively with different types of people
- Formal problem-solving skills a real plus (5 why exercises, cause & effect diagrams, etc.)
- Willingness to work the afternoon/evening shift with flexibility as needed. Weekend coverage based on production needs

Primary Duties & Responsibilities:

- Focus on the safety of all employees at all times. Address any unsafe acts, behaviors or conditions immediately. Ensure all proper procedures (including wearing the required personal protective equipment) are followed. Report violations or concerns. Report accidents, participate in accident investigations (offering suggestions/corrective action), and complete required documentation in a timely manner.
- Direct employees with clear verbal and/or written instruction regarding the shift's activity.
- Assist Extrusion Operators and Process Technicians with troubleshooting efforts as needed.



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- Conduct pre-shift meetings to convey information to all team members (safety concerns, productivity feedback/results, quality issues to watch, company announcements, schedule changes, etc.)
- Ensure that all quality procedures are followed (quality checks and QDS documentation completed).
- Ensure work instructions are followed by all team members. Communicate any needed changes appropriately.
- Monitor and supervise production efficiencies and product quality. Production efficiencies include coordinating team members to achieve maximum efficiency
- Insist that housekeeping procedures are practiced throughout the facility.
- Relieve team members for breaks; assist the production team as needed.
- Assist the Process Technicians with accurate information/data entry into Epicor and shift logs.
- Complete continuous improvement projects as assigned, focusing on safety, quality, efficiency, scrap reduction, and change-over time reduction.
- Continually monitor equipment performance and report to maintenance any issues or concerns.
- Fulfill human resource-related duties. (Report violations of the employee handbook, monitor daily employee attendance/absenteeism/tardiness to ensure recordkeeping is accurate, administer disciplinary action per company policies (with the assistance of Human Resources, as necessary), document behavior/activities appropriately, conduct performance reviews, coach for improvement, etc.)
- Complete all other projects and tasks assigned by supervisor.



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Background information...

Premier Material Concepts (PMC) serves the engineered custom plastic sheet industry with materials for a variety of custom applications, primarily for the thermoforming industry. PMC's operations focuses on extruding plastic sheet materials for many custom applications. PMC is part of the Rowmark family of companies.

PMC's founding company, Rowmark, started in 1997 in Findlay Ohio and continues today as the leading manufacturer and distributor of plastic sheet material for the signage and engraving markets. The company's wide array of innovative and quality products have developed Rowmark into the leader in the markets it serves. Its state-of-the-art warehousing and distribution systems are part of its success, always focused on meeting world class standards with quality service and fast delivery. Rowmark products are distributed in over 80 countries around the world.

In October 2013, the company partnered with Bertram Capital and is staged for major growth.

To view information on all of the Rowmark family of companies, please visit www.rowmarkllc.com

Rowmark is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. Rowmark is open to assisting with relocation costs for a strong candidate that meets the qualifications of the position, if necessary. If this sounds like the opportunity for you, we invite you to submit your name for consideration. We are looking forward to meeting you!

Please send your resume and references to Lynne Jones (Human Resources) at ljones@rowmark.com