

70 Years of Building Value Into Building Products.

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air--indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

For our Zeeland, MI facility we are looking for a Production Supervisor

The incumbent in this position provides supervision and leadership to area of responsibility by prioritizing the activities of staff. Assumes responsibility for staffing, training, department communication, and employee performance management. This person must have a Lean process improvement mindset to ensure equipment and facilities are properly maintained. Leadership skills is necessary, this position will be responsible for leading and people in continuous improvement activities supporting Company goals and objectives. Exceptional communication skills both written and verbal are essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Quality – Ensure the team’s performance and accountability to zero defects.
 - Identify and solve department problems that cause poor quality
 - Partner with customer service and quality teams to ensure the identification of quality issues and their root causes, as well as design and implement solutions.
 - Manage and monitor compliance to quality plan.
 - Follow up to ensure jobs are completed to requirements and satisfaction.
 - Audit processes and procedures on a daily basis to ensure they are followed. Provide training, coaching, and accountability to employees when needed. Conducts annual performance reviews.
- Service – Ensure 100% on time delivery of quality products to the customer.
 - Responsible for accurate and timely receiving and shipping of material to external and internal customer facilities.
 - Confer with supervisors of other departments to coordinate flow of materials or products.
 - Monitor daily staffing resources and balances employee resources across the department based on daily production needs.
 - Interact with Manufacturing, Material Planning, Purchasing, and Maintenance personnel in local and offsite facilities in support of production and capacity planning needs.
 - Support Coordinator in interpreting job orders to workers, and assigns duties.
- Value – Continuously improve the processes of operations by eliminating waste and creating processes that add value to the customer.
- Pull System – Create an operation that produces product only to customer demand using one piece flow.
- Safety – Lead the safety program and ensure a safe working environment for all employees and visitors.
 - Implements and commits to 5S principles.
 - Ensure safety training and development is complete & administer safety policies & procedures
 - Manage and monitor the achievement of corporate and plant environmental goals.
 - *Ensure employees follow ODL safety procedures and have the proper licensing before operating equipment and machinery.*
 - *Oversee housekeeping and maintenance in area of responsibility. Ensures that equipment and facilities are properly maintained.*
- Professional Challenge / Participation – motivate and involve employees in improving processes through creativity, problem solving and learning.
 - Set expectations, teach, encourage, coach and hold team members accountable to utilize standardized work to improve operations.
 - Implement improvements by day by day kaizen
 - Solicit team member ideas for improvement and create a work environment where employees are encouraged to take risks and share their ideas.
 - Initiates or suggests plans to motivate workers to achieve work goals.

- Recognition / Feedback – Recognize those that demonstrate outstanding performance aligned with corporate objectives. Provide timely feedback including performance evaluations, coaching and discipline.
- Staffing / Development – Responsible for employee selection (determine staffing levels and skills required) and training. Help team members develop new skills that allow them to increase their contribution to the operation.
 - Approves and monitors overtime and vacation on a regular basis, ensuring the budget and internal and external customer requirements are met. Maintains time and production records.
- Continuous Improvement – Facilitate change and improve capabilities by utilizing people’s skills to solve problems proactively and constantly move towards the ideal situation. Engage in kaizen activities every day to proactively go after problems with manufacturing focus.
 - Establish or adjust work procedures to meet production schedules.
 - Look for ways to eliminate waste, improve safety, improve quality, and improve the work environment for team members. Use all team members’ feedback to develop and implement improvements. Evaluates improvement proposals for work areas and coordinates with other resources when needed to evaluate possibilities.
 - Use problem solving and continuous improvement tools to solve problems and improve processes.
- Operations Focus – responsible for spending 80% of time directly with your team members where key value added activities take place in an effort to understand the current status of the operation and gain direct input from employees in order to make improvements.
 - Analyze and resolves work problems, or assists workers in solving work problems.
 - Report department measures to employees and leadership on a daily basis.
 - Leads daily departmental meetings and occasionally leads continuous improvement events or projects.

Position Requirements:

- Bachelor’s degree in business or related field and two years of leadership experience.
- Ability to express ideas effectively with well-developed interpersonal and communication skills and professionalism.
- Conflict resolution
- Ability to identify and understand issues and make appropriate decisions.
- Proficient in quality system fundamentals and continuous improvement activities.
- Effective written and verbal communication and office equipment usage.
- Critical competencies include: integrity, trust, customer orientation, job knowledge, decisiveness, relationship building, effective communication, systemic thinking, future focused, managing and developing talent, flexibility, innovation and business knowledge.

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>