



## Foreman 2<sup>nd</sup> Shift

**Employer**  
Schwihag

### **Position Information**

**Job Title:** Foreman 2<sup>nd</sup> Shift

**Employment Status:**

**FLSA Status:**

**How to apply:** Online

We are looking for an experienced **Foreman 2<sup>nd</sup> shift** to oversee our production operations and run one of our critical processes. You'll guarantee that manufacturing remains a smooth and efficient process by monitoring employees and organizing workflows.

In a fast-paced environment like production, the Foreman is an integral part of the manufacturing process. They must be competent and comprehend complex operations. You should also be able to optimize day-to-day activities while minimizing the costs.

The goal is to ensure that production processes deliver products of maximum quality in a profitable manner. You also will oversee parts of the logistic processes in your day to day work.

### **Responsibilities:**

- Communicate daily/weekly/monthly objectives to employees on the shop floor
- Organize workflow by assigning responsibilities and preparing schedules
- Oversee and coach employees
- Ensure the safe use of equipment and schedule regular maintenance
- Operate production equipment
- Check production output according to specifications
- Submit reports on performance and progress
- Store products and materials
- Check stock levels and report deficiencies in products or raw materials
- Change over machinery for different types of products
- Identify issues in efficiency and suggest improvements
- Train new employees on how to safely use machinery and follow procedures
- Process, package and ship orders accurately
- Organize stocks and maintain inventory
- Receive, unload and place incoming inventory items appropriately
- Keep files of goods shipped and received
- Transfer equipment manually or with forklift trucks

- Keep the worksite clean to avoid hazards
- Enforce strict safety guidelines and company standards

**Requirements and Skills:**

- Proven experience as Production Supervisor or similar role
- Experience in using various types of manufacturing machinery and tools
- Advanced skills in MS Office
- Organizational and leadership abilities
- Communication and interpersonal skills
- Self-motivated with a results-driven approach
- Problem-solving skills
- A great understanding of work optimization techniques
- Ability to operate forklift, hand truck, pallet jack and other warehouse equipment
- Team player with organizational skills
- Ability to lift or move heavy products
- Good knowledge of the applicable safety regulations and procedures
- Excellent verbal and written communication skills
- High School Diploma; Degree in a technical, engineering or relevant field will be an advantage

**Application Instructions:**

**Send application to**

Schwihag Track and Switch Technology Inc., USA

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