

## Job Vacancy Notice

**Recruiting for: Production Supervisor**

**Competition #: M2017-07-002**

**Arnprior Aerospace Inc.** combines facilities from Canada, the United States and Mexico to develop and manufacture aerospace structure and components for North America's largest aerospace companies. This opportunity is based at our Arnprior Aerospace Montreal facility, located in Saint-Hubert, Quebec.

**Role:** Under the direction of the Operations Manager, the production supervisor plans, organizes, supervises and controls the activities under his / her responsibility, in order to achieve the objectives of their department in accordance with the general guidelines. In collaboration with logistics, planning, and quality services, the Production Supervisor ensures the fulfillment of the orders within the deadlines. The Production Supervisor optimizes the resources available to them to continually improve the performance of the department while promoting the accountability of the team in a healthy working environment.

### **Key Responsibilities/Requirements:**

#### Operations

- Plan and organize all activities according to priorities while respecting the planning schedule and delivery times
- Participate in Operational Meetings
- Makes the necessary decisions under authority to ensure the proper functioning of operations
- Manages daily production operations
- Reduce manufacturing time
- Initiates, supports and promotes continuous improvement initiatives
- Controls manufacturing times according to standard times
- Ensures that resources are allocated for smooth operation
- Organizes regular production meetings

#### Human Resources

- Capable of engaging employees in decision-making
- Maintain a work environment conducive to smooth operations
- Ensure that the distribution of resources is optimal according to the production to be made
- Manpower management, in collaboration with team leaders (schedules, holidays, staffing requirements)
- Ensures immediate supervision of team leaders
- Validates and justifies the hours worked by its staff, authorizes leave
- Develops, in collaboration with the Operations Manager and the Human Resources Department, disciplinary interventions, rules and enforcement
- Performs performance appraisals of staff

#### Quality

- Comply with company standards and standards, including AS9100 standards, when required
- Responsible for the quality of finished products
- Controls discard rates and nonconformities
- Ensures compliance with established standards and maintenance of performance indicators
- Ensures that the management of nonconformities concerning its department is adequately addressed and corrected

#### Health and security:

- Promote, enforce and enforce occupational health and safety rules (PPE, procedures, etc.)
- Report situations at risk or potentially at risk to the manager of the operation
- Audit weekly inspection tours
- Be a member of the Occupational Health and Safety Committee
- Ensure the safety of equipment, facility, and employees

Candidates must meet the requirements of the Controlled Goods Program (CGP) of and the International Traffic in Arms Regulations (ITAR). Interested candidates are requested to submit their resume to the Human Resources Department of Arnprior Aerospace by email at [HR@arnprioraerospace.com](mailto:HR@arnprioraerospace.com) or by fax at 613.623.1720. PLEASE QUOTE COMPETITION NUMBER **M2017-07-002** in the subject line.

## Job Vacancy Notice

Equipment:

- Coordinate with the maintenance department
- Responsible for maintaining equipment in good condition, in conjunction with the maintenance department
- Coordinate preventive maintenance with the maintenance department and team leaders
- Audit the stand-alone maintenance registry and perform required work requests as required

**Mandatory Requirements:**

- Bachelor's degree in engineering with 2 to 5 years of experience in manufacturing and personnel management or DEC in engineering with 7 to 10 years of experience in manufacturing and personnel management
- Experience in the precision machining industry
- Knowledge of the aerospace industry an asset
- Knowledge of lean manufacturing, an asset
- Functional English

**Skills and Behaviours:**

- Positive and recognized leadership for coaching skills
- Have managerial courage
- Good communicator
- Be in line with the values of the organization
- Good adaptability, flexibility and ability to manage in ambiguity
- Ability to make decisions
- Sense of organization and structure, demonstrates the rigor of management