Manufacturing Assistant Supervisor (Compression)

IVC Vita Health

Job Description

An integral part of this role is for our Assistant Supervisor Compression to oversee the Dayshift Compression/Encapsulation union employees and drive production activities to meet the daily productivity metric targets. Ensure equipment and production outputs are at their optimum levels during the compression & encapsulation of products while maintaining the highest quality standards. Working with the Equipment Cleaners Compression, Machine Operators, Set-Up Technicians and Tooling Technician providing strong leadership, direction, and coaching skills. Establishing a strong focus on ALCOA Principles, GMP/SOP/Safety Compliance, Good Documentation Practices, Productivity and ensuring Performance Efficiency are at their highest levels.

Reporting into the Manufacturing Manager; you will be given the opportunity to learn from a seasoned leader of the organization and implement change towards a stronger, dynamic, and efficient team!

Specific duties

- Provide strong leadership, direction and coaching to a group of unionized employees and attend to productivity issues, concerns or inquires as presented. Initiate Deviation reports related to the Manufacturing dept. when required and collaborate on investigations and corrective action plans.
- Conduct Compression/Encapsulation Operating Team meetings. Coordinate the shift start-up and confirm production priorities are in line with union employee assignments.
- Monitor Planned & Un-Planned Downtime in the Compression/Encapsulation areas as primary and the Compounding areas when needed to minimize effect on production floor activities and daily productivity metric targets. Investigate irregularities or critical impacting situations that directly influence the daily OEE targets and collaborate on the corrective action plan.
- Oversee the Dayshift Tooling Technician position and Natoli Tooling Management program. Coordinate the daily assignments for the Tooling Technician. Ensure the Natoli Tooling Management program and all related documentation is processed in compliance to GMP requirements and SOP policies. Initiate CCRs as required to update product Bill of Materials/Standard Routings. Manage ordering and processing of new or replacement Tooling sets. The inspections of active Tooling sets to be completed and available on time as needed. Manage the destruction process of retired Tooling sets and related documentation including the update of the Master Tooling List.
- Coordinate access for the Maintenance and Calibration departments to perform equipment Preventive Maintenance and Calibration Verifications.
- Outline production priorities and other critical information to the off shifts to address top priorities, maximize production output and achieve the highest quality standards.
- Identify productivity target anomalies or under achievements in Compression/Encapsulation. Initiate investigations to determine the root cause and discuss with the Compression Team members to define a corrective action plan for resolve.
- Oversee productivity output in the Compression/Encapsulation areas to ensure the daily OEE production targets are achieved, optimum settings & operation efficiencies maximized.

- Review and update the Compression Shift Changeover Memo. Monitor inventory levels of dept. supplies and official documents.
- Monitor production floor labor hours for production equipment cleaning levels, daily, weekly & monthly area cleanings, equipment set-ups, product specification set-ups and production batch runs. Investigate product run deficiencies and production floor labor overruns to determine the root cause and define corrective action plans.
- Monitor and enforce employees to follow GMP, ALCOA Principles, Data Integrity, SOPs, Company and Safety policies. Participate in performing the daily GEMBA Walk.
- Assign new tasks to union employees as required throughout the shift in line with production priorities.
- Perform process time studies, in-process verifications, employee work performance observations & investigations, employee training evaluations and prepare disciplinary actions as directed by the shift Supervisor.
- Prepare production, incident, and investigation reports, excel spreadsheets, metric charts and other related documents as requested by the shift Supervisor/Manager.
- Perform job order final reviews and update the Final Job Order Review report. Deliver files to the QC or QA depts. and perform other tasks as assigned by the shift Supervisor.
- Conduct Root Cause Analysis and investigations into manufacturing deviations and work with Supervisors/Manager to create corrective action plans to prevent/reduce recurrences and implement.
- Accomplish IVC VITA HEALTH Manufacturing Department Goal setting objectives as outlined.

Qualifications: Experience

- Minimum 2 years in a supervisory position or related experience, preferably in the food or drug industry within a unionized environment.

Qualifications: Education, Certification, Licenses & Registrations:

- BSc in Chemistry, Pharmacy or related science or Canadian accreditation in a related to Pharmaceutical Manufacturing

Skills

- Proficient with computer and MS Office applications.
- Strong leadership, communication, and organizational skills.
- Able to multitask and adapt to high demand environment.
- Knowledge of the pharmaceutical industry, GMP, ALCOA and regulatory requirements.
- Knowledge of manufacturing production processes and equipment and policies/procedures.

Physical Demands:

- Manual Dexterity
- Prolonged sitting, walking, standing
- Working on computer

Additional Information

- Non-unionized position
- Highly regulated working environment, all employees are required to speak English during shift (especially on the plant floor) for safety reasons.

Hours: Full Time
Wage: $23.00 - $25.00/ HR (with Night Shift premium of $1.05 /HR)
Language Level: Intermediate (Must be able to Communicate Effectively and Understanding Safety Procedure)

Location: Winnipeg, Manitoba
Public Transportation only available during Day Shift (7am – 3pm), all other shifts will need to have reliable transportation to and from work.

Contact:
Alyssa Bates, *Human Resources Coordinator*
Email: abates@vitahealth.ca