



Job Description – Production Supervisor

Reports To – Operations Manager

Job Responsibilities

This position is responsible for leading, monitoring, and instructing manufacturing operations for production of quality Axonics products, overseeing daily production activities with Manufacturing Leads, including tracking the initiation, flow, and completion of production jobs. The Production Supervisor works closely with several members of the Operations Team; work with Production Planning to understand the build targets, work with Operation Engineers to evaluate and deploy process improvements, and work with Quality to ensure all products built meet all necessary specifications.

General Description and Duties:

To perform this job successfully, an individual must be able to perform each essential task satisfactorily. The tasks listed below are representative of the knowledge, skill, and/or ability required to perform this job effectively.

- Supervises staff by communicating job expectations, planning, monitoring, appraising job results, coaching, counseling, disciplining, training, and developing growth opportunities.
- Responsible for ensuring compliance to Quality System, policies, and procedures.
- Ensures the execution and completion of performance reviews.
- Supports planning and material handling team in production planning and material requests as needed.
- Assists Operations Management in production planning, scheduling, and assigning personnel, tracking work results of the Line Leads and Operators; establishing priorities; monitoring progress, revising schedules; resolving problems; and reporting results of the processing flow on shift production summaries.
- Ensures the operation of equipment by arranging calibration, maintenance, and repairs, collaborating with engineers, evaluating new equipment and techniques, and making recommendations to Operations Management.
- Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data, answering questions, and responding to requests.
- Promotes and leads continuous improvement programs utilizing operational excellence and lean manufacturing tools in processes. Maintains a safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources, maintaining compliance with established policies and procedures.
- Resolves personnel issues by analyzing data, investigating issues, identifying solutions, and recommending action.
- Contributes to team effort by supervising the operations team to accomplish related results as needed.

Projects and Other Duties:

- Perform other duties as assigned by manager.

Position Qualifications

- Demonstrates strong team management and participation skills and a thorough working knowledge of ISO 13485 and cGMP.
- Possesses the ability to communicate effectively and follows through on assignments with minimal supervision.
- Proficient in the use of Microsoft Word and Excel.
- Able to work overtime, which may include weekends and holidays, on occasion.

Minimum Education:

- AS degree with 2+ years of experience or a high school diploma with 5-10 years of experience, preferably in the medical device industry.

Minimum Experience:

- See above.
- 2-3 years of experience in leading manufacturing production teams, or one year experience as a supervisor preferred.