



RICHARDSON®

PRODUCTION SUPERVISOR

Richardson Sports, a full line headwear and sports apparel manufacturer is looking for a talented individual with experience in supervising a team of individuals producing products in a variety of ways to meet customers specifications.

Essential Duties and Responsibilities:

- Must be able to assist the Production Manager and other Department Supervisors in improving a system of production control, standard operating procedure, safety, quality control, and performance management.
- Ensures effective employee relations. Provides employee coaching and development. Makes employment decisions. Resolves employee issues through problem resolution.
- Balances quality, productivity, cost, safety and morale to achieve positive results in all areas. Works to continuously improve in all areas.
- Manages departmental performance metrics and provides regular progress reports to the Production Manager.
- Must be able to learn and perform all aspects of Embroidery, Cap Factory, Heat Press and Laser Etching
- Provides leadership.
- Tracks absenteeism and timekeeping.

Education and Experience:

- High school diploma or GED required.
- Three to five years related experience and/or training.
- Have worked with ERP, WMS, CRM or Work Order Management Systems
- Bilingual in Spanish/English is a plus

Job Knowledge, Skills and Abilities:

- Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and subordinate instructions utilizing the Office suite of tools (Word, Excel, PowerPoint) . Ability to effectively present information and respond to questions from managers, customers, and employees.

- Must be able to read and interpret drawings, use simple math, and use basic handheld measuring tools.
- Leadership – a demonstrated ability to lead people and get results through others.
- Planning – an ability to think ahead and plan over a 30-day time span and prepare action plans to achieve results.
- Supervision – including employee hiring and retention, performance review and discipline.
- Employee training and development.
- Strong quality and continuous improvement mindset
- Strong interpersonal and communication skills