



TITLE: Group Leader

DEPARTMENT: Factory

REPORTS TO: Factory Foreman

COMPENSATION: Competitive wages based on experience

BENEFITS: Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

General Responsibilities:

This position is responsible for coordinating the day-to-day workflow through the factory departments to ensure on-time shipment of quality product. Responsible for ensuring employee safety through leading by example, the consistent enforcement of safety policies and addressing all raised or observed safety concerns. The Group Leader is responsible for supporting the implementation and sustaining of Lean manufacturing principles and continuous improvement activities throughout their departments and the overall factory.

The Group Leader will also be responsible for daily participation in production activities that may range from welding, machine operation, packing, shipping, assembly, material handling and other activities as needed to support production goals.

Specific Duties:

- Supervise workforce to maintain optimum efficiency.
- Provide fair and consistent enforcement of established policies and procedures to all employees.
- Consistently addresses all performance issues with employees utilizing the assistance of the Factory Foreman and HR as appropriate.
- Ensure all departmental employees are trained to a competency level that ensures the products meet Gorbel's high quality level. This involves the utilization and updating of departmental cross training matrix.
- Act as communication link between Factory Foreman and production workers by routinely holding departmental meetings with all direct reports.
- Constantly communicate with other Group Leaders to discuss production/quality issues, and sharing of resources to maintain smooth production flow.
- Maintain confidentiality of any and all company and/or employee personal information.
- Perform production related duties as required to fill in for absences/call-outs.
- Conducts periodic audits to assure order accuracy and overall quality of finished product.
- Drive Lean manufacturing through the total operation.
- Track attendance for team through ADP system.

Minimum Requirements:

- High School Diploma or equivalent required.
- 2 years minimum manufacturing experience.
- Strong organizational, planning, analytical and inter-personal skills.
- Ability to communicate (verbal and written) in English.
- Ability to utilize Microsoft Windows, Word, Excel and other computer software.
- Ability to lift and push heavy material up to 50 lbs.
- Ability to move about the office and factory workstations.
- Demonstrated application of Lean manufacturing.
- Ability to work off shifts as needed.
- Ability to manage project work to completion.
- Ability to effectively communicate across the organization including internal customers and suppliers.
- Ability to travel domestically as needed, <10%.

Preferred Requirements:

- Experience leading Lean events: Kaizen, 5S, SMED, etc.
- Advanced Excel skills for data analysis and report generation.
- Strong presentation skills for communicating across all levels of the organization and across shifts.



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