

## Manuel Inspection Supervisor

Jagemann Stamping Company is a rapidly growing and expanding full-service stamping company recognized world-wide as a leading manufacturer of deep drawn, progressive, and fine blanked stampings. The latest technology coupled with the best people in a state of the art manufacturing facility, which encompasses all functional aspects including sales, design, tool building and manufacturing, enables Jagemann Stamping to provide its customer with products and service that consistently exceed expectations.

Jagemann Stamping, one of Manitowoc County's premier employers, is headquartered in Manitowoc, WI on the banks of beautiful Lake Michigan, 30 minutes south of Green Bay, WI and an hour north of Milwaukee, WI. In addition to offering a stable, dynamic work environment, Jagemann Stamping provides professional development and challenging careers with opportunities for growth and advancement where innovation and knowledge sharing are valued and rewarded. Jagemann Stamping employees receive highly competitive compensation and an exceptional benefits package including:

- Medical, dental, vision, life insurance available immediately upon hire
- 90/10% coinsurance for in network claims after deductible
- Company paid short term and long term disability
- Roth and traditional 401(k) plan
- Vacation awarded immediately upon hire
- 10 paid holidays
- 7.5% shift differential and additional vacation for 2<sup>nd</sup> and 3<sup>rd</sup> shifts
- On site workout facility for employees and spouses
- Education assistance plan
- Career development and progression
- Flexible, employee-friendly policies and work environment
- **Wall to wall air conditioned facility**

**Wage Range:** Base Wage        **\$43,804 to \$73,008** depending on skills and experience.

### **Major Responsibilities:**

Supervise, determine priorities and provide direction and support to Sort Team personnel. All activities are directed toward providing superior quality and customer service. Manage data feedback loop to Production and Quality departments regarding sort results. Provide final audit of parts processed through the sort department, including assuring proper packaging and documentation.

Review sort department work load, coordinate and assign tasks to JSC and Supplemental Employees, establish priorities, establish procedures, review efficiency and performance, appraise results and implement corrective action and training when required.

Includes a requirement to coordinate and balance section work load requirements with overall company shipping schedule and the requirements to maintain "on time delivery to our customers, while accommodating a minimization of overtime and emergency shipping requirements.

Personally perform or coordinate an audit of work in process as per SOP to insure conformance to quality and train all personnel in quality assessment procedures.

Evaluate staffing requirements to achieve cost effective level of output which satisfies customer requirements. Balances the need for JSC employees and supplemental workers to accommodate peak and slow periods with the greatest flexibility, so as to meet throughput standards needed to meet shipping requirements.

Assure packaged product is per the customer requirements. These requirements include proper labeling, correct container, proper skid size and order amount.

Appraise performance of departmental employees, insure conformance to departmental SOPs and approve Supplemental Workforce time records.

Directly responsible for coaching, mentoring, teaching, training, motivating and guiding JSC associates involved in the department processes. JSC associates may be direct reports to this manager or others involved in processes reporting to other functional leadership. Review and verify team member training levels and competence for required work. Review training levels and competencies for required work with team members and develop training plans to address any deficiencies and review progress towards training and development goals.

Responsible for providing an interface or point of contact for problem resolution and effectively managing section workload in a timely and cost effective manner, while coordinating activities with Pressroom, Washing, Inventory, Receiving, Customer Service, Quality Assurance, Production Control, Traffic, Warehouse and Shipping.

Coordinate scheduling changes and emergency situations with all concerned departments to assure the processing and shipment of appropriate orders, parts and quantities in accordance with customer scheduled work and emergency requirements.

Communicate with customer service, shipping and Outside Service Coordinator to establish priorities, resource requirements and assure throughput standards are maintained.

Provide personal advice, guidance, counseling and training to departmental employees to improve performance, resolve problems and settle discrepancies so as to avoid inefficiencies and errors.

Assistance and developmental guidance is based on the personal experience and knowledge of the incumbent since this position requires a thorough knowledge of all functions performed by employees.

Train all departmental personnel and provide feedback on conformance to SOP's. Insure that SOP's are both current and reflect the most efficient method of operation.

Establish and document a feedback system to measure progress towards continuous improvement.

Provide a work environment that encourages initiative, innovation, improvement and teamwork.

Responsible for overall quality, cleanliness, efficiency, maintenance and organization of departmental areas, equipment and supplies.

Includes assuring that areas are kept clean and clear of clutter, loose parts, scrap tools, etc.

Responsible for auditing the operating efficiency and preventive maintenance of equipment, and the notification of plant engineering/maintenance or machinery service agencies of equipment malfunctions and deficiencies.

Insure equipment is in good working order. Assure maintenance procedures are documented and activities logged.

Responsible for assuring the accuracy and completeness of all documentation associated with the section's performance and efficiency.

In conjunction with Quality assurance, establish sorting SOP's for the department. This includes the operation of measurement tools and equipment, and disposition of non-conforming materials.

Retain examples of non-conformance. Create a filing system to categorize defects to be used for operator training.

Insure the timely and accurate entry of data into the production control and costing system.

Develop SOP's for handling non-conforming product to insure the timely disposition, documentation, and routing of the product.



Direct and coordinate the audit of parts and perform standard and/or random sample inspection as specified by departmental procedures.

Direct the preparation of charts and documentation to record audit results, operations completed, parts and quantities audited, parts rejected and scrapped.

Continually research methods of improving the inspection process through cost efficient and effective means.

Occupation includes the requirement to follow all applicable Environmental Health & Safety Procedures.

**Working Conditions:**

Surrounding conditions are climate controlled. Hearing and Eye Protection required in designated areas. Lifting up to 50 pounds required.

**Education and Experience:**

EDUCATION: Associates Degree in Supervisory Management or related experience preferred. Courses in Quality, Materials Management, Production Control or Shipping practices or related experience preferred. Proficient in the use of MS office programs such as word and excel for the creation of spreadsheets and charts.

EXPERIENCE: Minimum of 3 years' experience in leadership role. Additional experience in Quality Assurance desired.

**Special Job Requirements:**

Position requires a detailed knowledge of the production and documentation process as well as the internal relationships and processes within JSC. Position requires an individual capable of extreme attention to details and an excellent memory with a strong mechanical ability preferred.

Position requires the ability to work with engineering, Quality and outside suppliers on development of sort equipment.

Position is responsible for the effective supervision, direction, coordination and teamwork development

Experience in a company that is a supplier to the automotive industry is a definite plus. Familiarity with the unique quality and documentation requirements imposed by automotive related customers is of particular importance.

If you desire the chance to make a difference and to work with great people who value teamwork, challenges and the ability to impact the future of the company, please apply on line through [www.indeed.com](http://www.indeed.com) or at [www.jagemann.com](http://www.jagemann.com) click on the Employment tab. Send Resume to Jagemann Stamping Company 5757 West Custer Street Manitowoc, WI. 54220.  
Attention: Human Resources.

*Jagemann Stamping is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national or ethnic origin, sexual orientation, gender identity or expression, age, disability, veteran status or other characteristics protected by law.*