



Job Title	Manufacturing Supervisor
Job Level	4B
Location	Edison, NJ - USA
Business Unit	OBU – Group Packaging & Supply Chain
Function	Operations
Leader	Manufacturing Manager
People Leadership	13 Direct reports; responsibility for area of 18 employees

Role Purpose

Oversee daily production and ensure the site's timely ability to meet customer orders and to achieve KPIs. Provide team supervision and direction while motivating and driving individual performance. Ensure continuous support and communication of management goals and objectives, and work to build and maintain strong relationships both within and outside the Bottling and Vat Halls.

Essential Functions:

- Execute Bottling and Vat Hall production plans in line with Operations and Business Unit objectives, GMP, and Good Housekeeping practices. Liaise daily with planning to maintain schedule adherence and provide feedback to the business Unit on daily production detail results. Upload all products manufactured daily into IFS and the BI Reporting tool.
- Ensure maintenance and up-keep of all Bottling and Vat Hall equipment and instrumentation, insuring adequate purchase of parts for repairs and stocking. Manage the vendor/contractors as needed while on site.
- Drive improvements in processes to maximize efficiency and gain improvements in operating costs. Document all improvements made, for use in weekly communication meetings.
- Create new, review yearly as required, update all work Instructions (SOP), and work forms in Q-Pulse.
- Lead Bottling team members and manage time and attendance; motivate and develop team members in line with company values to maximize employee engagement. Build professional relationships with subordinates that fosters trust and respect.
- Facilitate daily production/communication meetings with team members to brief team on the day's requirement and to drive engagement. Provide training as required.
- Work closely with the Shop Steward to resolve challenges throughout the working day. Maintain working knowledge of and compliance with the Collective Bargaining Agreement (CBA)/
- Liaise cross-functionally as needed to ensure achievement of all quality specifications as per quality standards, full compliance with Health & Safety and Regulatory standards, seamless flow from bottling to logistics, and ensure all training requirements are met.
- Drive and complete special projects as directed; ensure consistent and effective communication and cross-functional partnership.
- Ensure progressive embedding of the William Grant Way (WGW) and Team Performance System (TPS) in all daily activities



Values



BE PROUD

We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE

We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE

We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL

We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL

We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM

We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Leading and Supervising

- Provides others with a clear direction
- Sets appropriate standards of behaviour
- Delegates work appropriately and fairly
- Motivates and empowers others
- Provides staff with development opportunities and coaching
-

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Learning and Researching

- Rapidly learns new tasks and commits information to memory quickly
- Demonstrates a rapid understanding of newly presented information
- Gathers comprehensive information to support decision making
- Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
- Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)

Creating and Innovating

- Produces new ideas, approaches, or insights
- Creates innovative products or designs
- Produces a range of solutions to problems.
- Seeks opportunities for organisational improvement.
- Devises effective change initiatives.

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Safety & Environment Compliance; Promotes a positive and proactive Health and Safety culture

- Demonstrate adherence to safety policies and procedures
- Develop safe systems of work within the Team, taking guidance from the EHS Manager as needed
- Provides assistance and support to the EHS Manager
- Promote Health and Safety awareness and safe working within the Team, providing the necessary training and instruction as required
- Demonstrates knowledge of relevant safety and environmental legislation

Skills and Qualifications:

Essential:

- High School Diploma, GED, or equivalent
- Previous supervisory experience within a unionized and regulated manufacturing/production environment
- Working knowledge of bottling lines and blending plants
- Working knowledge of MRP /ERP systems and advanced Excel skills
- Demonstrated ability to deliver improvement projects utilising formal process improvement techniques within a Quality Management Environment
- Demonstrated understanding of Collective Bargaining Agreements (CBA) and the NLRB



- Knowledge of OSHA rules and regulations

Desirable:

- Advanced education (Associate or Bachelor's degree)
- Previous experience within the beverage or spirit industry
- Process Engineer experience
- Lean Six Sigma Green Belt

Created by:	
Date:	
HRBP:	
Date of last revision:	January 2022