

At **Hyosung HICO** we're transforming the future of energy from our state-of-the-art manufacturing facility in Memphis, TN. By investing in cutting-edge technology and empowering our diverse and talented team, we ensure that every transformer we produce meets the highest standards of quality and performance.

Hyosung HICO is seeking to fill a Manufacturing Supervisor position. The ideal candidate will supervise manufacturing employees and the flow of material in the assigned area/shift to ensure that quality, safety, and manufacturing requirements are met while maintaining positive employee work environment.

OUR BENEFITS – BEST BENEFITS IN THE INDUSTRY!

- **Free Medical Insurance Option** – A company paid 100% medical insurance option for you and your family, effective on the first day of the month after hire date
- **Free Life Insurance – Employer paid basic life insurance – 1X Annual salary** plus an additional \$20,000 coverage: Optional buy for dependent coverage
- **Paid Vacation, Sick Leave, and 12 paid holidays per year**
- **Bonuses – Monthly Attendance** (production and some other hourly roles), Annual, and Quarterly bonus eligibility (Bonuses are not guaranteed and are based on several factors such as company and individual performance)

THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervises the daily activities and staff required to optimize manufacturing with emphasis on positive employee relations and in accordance with Company policies, procedures and customer specifications
- Selects and develop personnel to ensure the efficient operation of the manufacturing function
- Supports employee development through training, cross-training, and continuing education opportunities
- Provides informal and formal performance feedback with hourly employees to assess employee performance and help employees improve their performance. Conducts performance reviews timely and in accordance with Hyosung HICO policy
- Maintains and monitors employee records (disciplinary, attendance, safety, etc.) in a complete and accurate manner
- Conducts all accident investigations involving assigned employees in a timely and thorough manner
- Works in conjunction with appropriate departments to develop training curriculum and instruction guides educate and train direct staff
- Promote a culture of process control and quality excellence
- Interfaces with other departments to proactively develop and implement plans to target challenges compromising safety, quality, costs or customer service
- Further the goals and positive, professional image of the factor and Manufacturing Department by acting as a liaison between manufacturing personnel and other departments to gain information, resolve problems, and enhance relations
- Prepares work schedules and assignments for employees according to manufacturing schedule requirements
- Plans, coordinates, conducts and/or attend safety meetings, team meetings, manufacturing meetings, supervisor meetings, and engineering meetings as required
- Administers corrective action; resolve employee complaints through impartial investigation, counseling, or corrective action as needed
- Maintains the cleanliness and organization of all work areas and ensures employees are trained in 6S
- Know HICO's Quality, Safety and Environmental Policies. Be able to fully discuss the importance of these policies and how they impact work

THE DESCRIPTION ABOVE REPRESENTS THE MOST SIGNIFICANT ESSENTIAL DUTIES OF THE JOB BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK ASSIGNMENTS NOT MENTIONED.

THE NON-ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervise unscheduled work (maintenance, prototypes, repairs, etc.)
- Train, implement and sustain lean manufacturing principles. Take an active role in continuous improvement
- Support and make recommendations to improve Company policies and procedures
- Understand and utilize manufacturing data and information such as drawing, schedules, work instructions, quality check sheets and financial data to ensure quality, cost and delivery
- Collaborate with other company departments to improve overall factory performance
- Perform other duties as assigned

EDUCATION/SPECIAL SKILLS/EXPERIENCE/TRAINING:

- Associates Degree in engineering, technical or business field plus 5 years' experience in manufacturing with exposure to lean manufacturing techniques including 2 years supervisory experience, or equivalent education and experience
- Developed verbal and written communication skills, emphasizing interpersonal skills
- Developed general reasoning and problem-solving skills with the ability to prioritize and multitask.
- Developed knowledge of fabrication and assembly techniques, processes, and methods.
- Developed knowledge in mechanical, electrical, and electronics applications
- Knowledge of lean manufacturing, safety, and quality control concepts
- Developed computer skills with emphasis on Microsoft Office and MRP systems

PHYSICAL/MENTAL CHARACTERISTICS OF THE POSITION AND ENVIRONMENTAL FACTORS OF THE WORKPLACE:

- Ability to read and understand electrical and mechanical drawings. Ability to stand, walk, and sit for extended periods of time
- Ability to communicate with others to complete work, including office staff, leadership and customers
- Ability to analyze data required to manage to manufacturing plans and schedules
- Able to maintain relationships with diverse groups including direct reports, co-workers, and internal customers
- Ability to conduct business in a multicultural environment
- Ability to multi-task and prioritize competing projects and workload
- Ability to be flexible in work schedules to meet deadlines
- Ability to engage and utilize direct reports of varying ability equally in the completion of tasks and projects.

Hyosung HICO, Ltd., is an Equal Employment Opportunity (EEO) Employer. It has been and will continue to be a fundamental policy of Hyosung HICO, Ltd., not to discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, alienage or citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws.