

Senior Production Specialist

Position Summary:

The Senior Production Coordinator will support and guide daily production schedules in a high paced production facility. This position will report directly to the Production Manager. This position requires an independent, energetic, and dynamic individual who can understand demanding ship dates and react quickly to surges in demand to meet our customer's expectations.

Key Responsibilities:

- Organizing and directing workflow for satisfying production requirement in a cost-efficient manner. Management of daily departmental metrics, accomplishments, and identify and resolve potential problems.
- Planning, directing, and coordinating the manufacturing of products in compliance with company goals and objectives.
- Develops and maintains root-cause corrective action procedures including trend analysis around production processes to drive process improvements in the plant.
- Works with Production Supervisors in running the day to day operations of a high - volume production operation.
- Responsible for outbound logistics and will develop and drive improvements within the shipping department.
- Provides and maintains key analytics for production related KPI's.
- Act as a liaison with Production Supervisors in discussions regarding employee improvement plans, disciplinary issues, vacation planning and other employee relation tasks.
- Support Production Supervisors with record keeping and payroll administrative requirements.
- Develop a training matrix for production personnel to ensure cross functionality within the production environment.
- Lead continuous improvement activities.
- Track and monitor production related customer complaints and develop and drive process improvements to reduce re- occurrence of these complaints.
- The candidate should be familiar with ERP systems and work with our Netsuite system to be able to manage key reports and searches required to keep production on track to meet our customer's expectations.
- The candidate should be able to work independently and understand how adjustments need to be made on the production floor continually during the day.
- Will be responsible for working with the sales and marketing team at Hub pen to ensure the samples department is operating smoothly and efficiently. Will be the go-to person for special projects for various marketing initiatives.

- Other responsibilities as assigned

Additional skills required:

- Must have operations experience in production supervision.
- Outstanding analytical skills: ability to extract, analyze, graph and interpret data appropriately and present in a formal business style.
- Strong interpersonal and communication skills; ability to present information and interact effectively across all levels of the organization. Cultivate relationships with key stakeholders across functions to achieve business objectives and drive strategic change.
- Must have proven leadership ability, excellent written and verbal communication skills.

Minimum Requirements:

- Bachelor's degree or equivalent experience
- 5 plus years of work experience, in operations/production management experience
- Proficient in Microsoft Word, Excel and Power point
- NetSuite experience a plus

Please send a copy of your resume and cover letter to employment@hubpen.com.

About Hub Promotional Group

In 2017, HUB Promotional Group was created to bring together only the Best of Brands that are recognized as leaders in their respective categories. Each Brand has top industry ratings and has won multiple awards for service and top-quality products. Based in Boston, MA, HUB Promotional Group is the corporate headquarters for the Family of Brands that provides the best promotional and marketing solutions for the promotional products industry.

Hub Pen Company is an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law.