

THE KINGSWOOD COMPANY

OUR PRODUCTS. YOUR LABEL. SPARKLING RESULTS.

The Kingswood Company is a 60+ year old company and is the leading private label manufacturer of consumer products for the jewelry industry with over 3,000 customers on six continents. Our team is experienced and energetic, serving some of the best-known retailers and designers in the world.

This is a direct hire position; we are not a staffing agency! If you are working with a temp service, you can still interview with us!

JOB DESCRIPTION: ASSEMBLY LINE TEAM LEADER

We are seeking a dedicated packaging professional and assembly line leader who brings a high level of responsibility and dedication to the position. The ideal candidate will be a **working team leader** who is comfortable delegating tasks to their team to ensure production quotas are met each shift. Line leaders are strong communicators who can motivate a team to achieve certain targets and have great time management and problem-solving skills. Join us – and enter the fast-paced and dynamic manufacturing environment of our company!

This Full-Time position has excellent benefits including medical, dental, and vision benefits, as well as short-term disability and life insurance, paid vacation and holidays, opportunity for incentive compensation and a retirement savings plan with employer match.

This is an ideal position for someone who wants to be part of a team in a growing company. Experience in restaurant management transfers very well into this role!

JOB FUNCTION:

Assembly Line Team Leader

POSITION TYPE:

Full Time: 40+ hours per week

Shift: 7.00 am - 5:00 pm

Availability for overtime is a MUST during seasonal production.

This position is not a contract position and is an ongoing employee position. Hours worked will be on-site, in our office, located off 670 East, near the airport.

QUALIFICATIONS:

- Experienced in manufacturing operations, warehouse, production, quality control, assembly.
- High school diploma or GED required. Associates Degree Preferred.
- Ability to perform basic mathematical calculations, including addition, subtraction, multiplication and division.
- Possesses mechanical aptitude with the ability to troubleshoot and perform minor repairs on manufacturing equipment.
- An ability to work well and closely with others and function in a team-oriented work environment.
- An ability to multi-task, set priorities and maintain them.

- Able to work independently and with a team in a deadline-driven environment to produce customers' orders.
- Oral communication skills which are clear, concise and effective. This position has daily production responsibilities, and ideally communicates regularly with the rest of the production team, as well as management.
- Strong quality control and ability to produce consistently superior product quality, across runs of 150-25,000.
- Must be able to read documents in Standard English such as work orders, standard operating procedures, maintenance schedules, and operating manuals.
- Ability to work overtime as needed.
- Willing to learn new applications and skills -- examples of recent work include implementation of new equipment, new formulations, and increased QC procedures.
- Physically able to wear protective equipment, including but not limited to apron, goggles, dust mask, protective gloves. PPE is essential for the health and safety on our employees.
- Physically able to occasionally lift and or move up to 50 pounds.
- Physically able to work on your feet for an entire 8-hour shift.

The ideal candidate for this position is someone who is willing to learn new skills and participate in all facets of production.

References and a clear drug test (paid for by the company) will be required.

Assembly Team Member Duties:

- Assembling and packaging any/all products as assigned and directed.
- Maintaining and improving our Quality Control standards and procedures, so that orders are accurate, on time, and produced to the highest quality.
- Development of individual skills by actively participating in training, learning new processes and procedures, as opportunities arise.
- Assist with creating and implementing new processes to enhance our assembly team and improve manufacturing success.
- Supporting the sales team as necessary in a variety of sample making and custom projects.
- Contribute to team effort by accomplishing related results as needed, and supporting other production team members through collaboration and teamwork.
- Abide by all established safety procedures.
- Abide by all established company policies and procedures related to production team duties and responsibilities.
- Other duties as assigned.

Additional Assembly Team Leader Duties:

- Organizing daily work and production schedule for the assembly line for maximum efficiency and to meet customer needs and expectations.
- Set up assembly lines prior to team arriving and outline production goals.
- Wrap up shift to ensure that assembly lines are in order to complete the next day's production goals.

- Fill in for team members as needed when absent to ensure daily production goals are still met.
- Receiving Raw Materials in warehouse as necessary and directed.
- Maintaining and improving Quality Control of members of the Assembly Team.
- Development of individual skills by actively participating in training, learning new processes and procedures, as opportunities arise.
- Assist in training new hires and team members on new processes.
- Assist with creating and implementing new processes to enhance our Assembly team and improve manufacturing success.
- Listen to team members feedback and help resolve any issues or conflicts.
- Ensure Quality Control throughout the entire shift is up to company standards on all lines.
- Provide guidance and motivation to Assembly team members on a daily basis.
- Encourage all Assembly team members to maintain a clean and safe workstation.
- Abide by all established safety procedures.
- Lead by example and abide by all established company policies and procedures related to production team duties and responsibilities.
- Act as the liaison between the assembly team and production manager.

SALARY LEVEL/COMPENSATION:

Hourly compensation is based on experience. Range \$18 - \$24 / hour, plus overtime. Compensation will be based on experience.

Additional benefits include: 2+ weeks paid vacation; 6 paid holidays; bonus, based on performance; participation in company retirement savings plan with Employer match; and medical/dental/vision benefits.

ADDITIONAL INFORMATION:

Submit resume, references and a cover letter via email to hr at thekingswoodcompany dot com.

Visit our website at www.thekingswoodcompany.com for more information about our team, products, and company.

Job Type: Full-time

Pay may depend on skills and/or qualifications

Job Type: Full-time

Pay: \$18.00 - \$24.00 per hour