

JOB RESPONSIBILITIES BY TITLE

All listed descriptions are general overviews of job responsibilities for that job title.
Qualifications and responsibilities may vary depending on client needs.

Production Manager

Responsibilities

- Plan, organize, and coordinate production activities to meet production targets and deadlines
- Monitor and evaluate production processes to identify areas for improvement and implement necessary changes
- Manage and supervise production staff, providing guidance and support to ensure high-quality output
- Collaborate with cross-functional teams, such as engineering and quality assurance, to optimize production processes
- Develop and implement production schedules, ensuring efficient utilization of resources
- Monitor inventory levels and coordinate with procurement to ensure timely availability of materials
- Ensure compliance with safety regulations and promote a safe working environment
- Analyze production data and metrics to identify trends and implement corrective actions
- Maintain accurate production records and prepare reports on production performance
- Stay updated on industry trends and advancements to drive continuous improvement in production processes

Production Supervisor

Responsibilities

- Coordinate work group activities, schedule work, and assign machines to meet manufacturing schedules, increase overall equipment effectiveness (OEE), achieve takt time (required pace of product to meet demand), and reduce lead time.
- Record workgroup performance data and send a daily report to the Manager to provide an update of daily activities, personnel changes, and any issues encountered.
- Conduct training for Manufacturing Team Members, which includes set-up and operation of equipment, understanding manufacturing processes, plant regulations, safety rules and hazards, and other job-related procedures and standards.
- Motivate and lead Manufacturing Team Members by providing coaching and development opportunities.
- Troubleshoot minor equipment issues and escalate major issues to the Manager.
- Work with the Operations team and Lean Business Systems group to establish Key Process Indicators, lean initiatives, and project time lines as well as monitor and update output reports.
- Collaborate with the Supply Chain Management group to maintain required manufacturing supplies and services. Complete purchase requisitions as necessary.
- Comprehend and administer all Company policies and procedures outlined in the Employee Handbook and/or internal communications from management team.
- Make employment recommendations on hiring, promotion, transfers, training and development, disciplinary action, terminations, and pay adjustments; monitor performance by completing new hire and annual performance evaluations.
- May assist in the development of the annual departmental fiscal budget.
- Ensure that proper safety methods are used in the department as specified by Loss Prevention. Ensure team maintains an orderly and clean department.

- Participate in various lean manufacturing activities to improve products, reduce waste, or learn new skills or operations.

Supply Chain Manager

Responsibilities

- This role is crucial in aligning company goals with operational capabilities
- Develop and manage an accurate inventory of company assets, encompassing properties, equipment, and all industrial components located at company or customer sites
- Monitor asset usage and performance, ensuring proper maintenance and repair schedules are followed
- Implement strategies to optimize asset utilization and reduce operational costs
- Ensure compliance with all relevant regulations and industry standards
- Identify areas for improvement within the logistics and supply chain processes
- Develop and implement process improvement initiatives to increase efficiency and reduce costs
- Collaborate with cross-functional teams to drive continuous improvement projects
- Monitor and analyze key performance indicators (KPIs) to track progress and identify further opportunities for improvement
- Sales and Operations Planning (S&OP):
- Lead the S&OP process to optimize supply and asset planning based on future customer demand
- Collaborate with cross-functional teams to develop and implement an effective S&OP strategy that aligns with the company's overall goals
- Continuously refine the S&OP process to ensure the company remains competitive and agile in the market
- Ensure the development and execution of an operational logistics plan in order to ensure efficient and effective flows of goods and information throughout the whole supply chain
- Coordination of the supply chain planning and forecasting process, including aligning the various plans and managing information
- Ensure the development, execution, and monitoring of operational plans that takes into account middle and long-term developments, such as future investments in capacity and changes in demand or resources

- Identify and implement improvements to the systems processes and practices in order to improve effectiveness and efficiency of the company
- Provide insights at request or at own initiative regarding quantitative and qualitative developments by means of periodical and ad hoc requests
- Provide leadership to a team, such as setting individual objectives, reviewing performance and providing ongoing feedback on a formal and informal basis so that all subordinates are aware of what they are required to achieve and how they are performing against their objectives
- Contribute and develop an operational budget as it relates to the logistics department

Supply Chain Specialist

Responsibilities

- The focus for these roles is a background in supply chain, procurement customer service, and inventory management (all via SAP)
- Ability to work in teams and spend a good part of their day on the phone with customers – will frequently interact with internal departments as well
- Sales order entry and management
- Customer master data management
- Order status management in Order Cockpit
- Order tracking and tracing with Logistics
- Quality Notification entry
- Work closely with colleagues in Sales, Planning/Scheduling, Logistics, and Finance
- Ensure perfect order fulfillment of orders and resolve issues as required
- Interact with third party service providers (i.e
- Freight Forwarders, Carriers, Terminal/Warehouses, Vendors)
- Support preventive and corrective action in personal area of influence
- Maintain key internal relationships including marketing, sales, supply chain planning, ship points, ESHA, QAC and QAS, application development, product management, Credit, Financial Shared Services, and Procurement
- Key customer service contact for customers and/or service providers

Supply Chain Coordinator

Responsibilities

- Under general supervision, uses statistical analysis, collaborative cross-functional intelligence, and validated planning parameter settings to disaggregate the demand plan and determine the optimal inventory levels
- Aligns the supply plan with the demand plan and drives stability in the supply chain
- Performs supply and demand analysis, highlighting areas of concern for the next 12 months
- Assists others in gathering and compiling information through primary and secondary research
- Runs planning parameter setting changes in the simulation environment to analyze the impact to KPIs, and provides executive and detailed report of results
- Monitors signals indicating abnormal demand and/or stock levels feeding the supply schedule
- Makes adjustments to the planning parameter settings if approved
- Enters approved forecast adjustments at the detail level to align with the aggregate demand plan
- Takes ownership and accountability for the disaggregate demand plan, supply plan, and inventory plan that supports end Customer needs
- Demonstrates the target level of proficiency in core competencies
- Remains flexible and performs other miscellaneous duties, as required, to meet business goals

QA Manager

Responsibilities

- You will be responsible for leading and overseeing groups within the central QA team in our new Fort Worth office
- You will work with the other members of the QA leadership to develop test planning and resourcing strategies to test the areas you are responsible for
- You will promote a development culture of healthy accountability, maximizing potential and pride in accomplishments
- You will also be responsible for leading the Quality Assurance discipline in your area, hire into and grow the discipline, provide regular mentorship, and career development to your team
- Manage and oversee your teams' operational budget planning, justifying necessary headcount and backfill requisitions, travel expenses, IT hardware
- Drive effective process usage within the QA team, ensure processes and workflows are well implemented, understood and followed by team members
- Deliver operational efficiencies through the effective use of partners
- Gather operational data to create strategic plans to drive team performance improvements in areas such as efficiency, cost, quality, etc
- Auditing Test Plans and making changes when necessary
- Ensure data and information is provided timely and accurately to QA leadership
- Formulate risk strategies; identify risks and all dependencies, including identifying critical paths and interactions
- Assess and control risk on multiple projects in conjunction with the overall departmental project plan escalate conflicts and other risks to upper management and/or stakeholders when necessary
- Analyze, quantify and plan the departmental resources needed for the successful execution of the projects in your location•
- Provide an accurate forecast of the controllable R&D expenses (staffing, CAPEX, contracted services, etc)
- Regularly measure the effectiveness of necessary change and formulate action plans to course correct or increase effectiveness

QA Supervisor

Responsibilities

- Supervises audit or inspection process to monitor compliance within established quality standards
- Oversees blending of raw materials to product mineral batches according to company standards and to meet production demand; maintains mineral inventory
- Oversees laboratory duties to include microbiological testing of finished product and environmental monitoring
- Oversees stocking, rotating and maintenance of lab supplies and equipment
- Completes daily paperwork and report results to Supervisor
- Oversees performance of internal audits of plant sanitation, GMP's and machine operation functions and reports results to Supervisor
- Ensures that all quality systems are being adhered to and maintained at all times
- Responsible to performing root cause/corrective action investigations for non-conformances
- Oversees safety team activities
- Monitors and enforces safety requirements
- Builds a positive work environment
- Analyzes and resolves work problems, or assists workers in solving work problems
- Regular and predictable attendance is an essential function of the job
- Please note this job description is not designed to contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job
- Duties, responsibilities and activities may change at any time with or without prior notice
- Identifies safety issues and takes prompt corrective action
- Coaches/corrects unsafe team behavior
- Effectively prioritizes quality, productivity, and cost
- Encourages honest feedback from direct reports, peers, and up-line manager
- Uses customer feedback to improve service levels and internal/external customer relationships
- Provides positive recognition for Team Member results
- Assigns responsibilities to maximize team strengths

QA Specialist

Responsibilities

- Provide quality oversight of operations through the quality approval of manufacturing procedures, batch records, and forms and quality sign off for process equipment/utilities calibration and preventative maintenance activities
- Interacts cross functionally with other functions including Supply Chain, Manufacturing, Quality Control, and other quality assurance functions
- Perform real time on the floor batch record review of manufacturing and packaging batch records and logbooks
- Provide quality input and decision making for quality and manufacturing issues as they arise on the shop floor
- Provide support to manufacturing in the investigation of non-conformances/deviations and will provide input related to product quality impact from such events and will provide guidance and assistance with product containment and/or segregation of non-conforming material
- Support the QA Validation function by providing review and approval of validation protocols and/or reports for the validation of manufacturing equipment and processes
- Provide quality inspections on the floor, AQL sampling/inspection of in-process intermediates and finished products, and performing quality checks to ensure equipment and processes are in compliance to procedures, specifications, and cGMP requirements

QA Coordinator

Responsibilities

- The Quality Coordinator role is responsible for providing the generation, review and traffic of production batch records and orders within a cGMP environment
- Prepares and distributes required documentation for requested production work orders
- Reviews and interprets customer standards, procedures, and specifications for dissemination relative to batch records, forms and material specifications
- Prepares and submits batch records, accountability reports and necessary documentation to customers to facilitate product release
- Organize internal and customer approval of batch records and specs
- Perform record reviews of both completed and in-process orders to ensure compliance with cGMP's and customer requirements
- Perform Line Clearance inspections of equipment and production suites
- Help identify, communicate, track and resolve document related issues with other departments and customers
- Function as one of the customer points for comments or questions pertaining to batch records
- Initiating supplier non-conformance reports and effectuates material control
- Prepares planned deviation requests when needed
- Adherence to cGMP policies, procedures, rules and regulations
- May prepare customer required samples for shipment according to approved shipping instructions
- Attendance to work is an essential function of this job
- May perform label creation duties including generating computerized labels
- Ability to follow instructions and respond to management direction

HSE Manager

Responsibilities

- Coordinates the delivery of HSE products and services to operations and shared services personnel, in support of business acquisition and execution
- Interfaces and negotiates with regulatory bodies, clients and subcontractors
- Responsible for executing the processes that directly impact training, report writing, quality control, plan development and implementation
- Incorporates health standards directed by regulatory agencies to prevent hazards and diseases from work sites
- Manages the delivery of functional objectives by providing leadership and direction to team members
- Participates in the development of functional strategy and may be responsible for global processes and procedures
- Upholds Business Ethics and Code of Conduct
- Exhibit Leadership, Enhance Teamwork, and Lead by example
- Commitment and Leadership to company values
- Use synergy between work groups
- Responsible for alignment of Team Members
- Assure that all employees comply with jobsite procedures and guidelines
- Hold Team Members accountable for using their synergy, on the job, that promotes Team Work to achieve goals & objectives
- Coach, and Engage subordinates in a professional speaking manner
- Cultivate their respect and trust in you
- Assist other Team Members in any way possible
- Build and foster client relationships
- Works closely with, and takes oversight direction from the Site Manager supporting B&R Core Value/Competencies to include Client Core Value/Competencies
- Monitors all maintenance/construction tasks to ensure a safe work environment is being provided through direct oversight of Craft Supervisors by communicating/setting job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures
- When needed, directly engages with Engineering & Design Contractor Construction Manager to provide project specific Safety support for phases of FEL, constructability/design initiatives, field questionable design & installation for all plant unit/areas providing economical & productive solutions

- Monitors/Participates to ensure that daily/morning employee safety huddles at the beginning of shift are being conducted, and that the appropriate HSE content is being promoted
- Ensures that daily end of shift employee safety huddles is being conducted to ensure employees are fit, and that all work assignments have been completed as scheduled
- Leads, Plans, and Promotes employee participation in the Site Monthly Mass Safety Meeting
- Participates in Monthly RSLT Meeting (Conference call), and the Monthly Focus Meeting (Conference call)
- Participates in Daily/Weekly safety audits observing work activity to ensure Operational Discipline is being upheld, any work permits are in place to include Confined Space Entry permits, LTO, and that supporting TSTI/JSA is in place, and being followed
- Attends/Participates in Daily/Weekly Capital Project/Maintenance planning/scheduling meetings
- Maintains quality service, and customer satisfaction initiatives by establishing and enforcing organization standards
- Reviews systems and procedures by analyzing operating practices, record-keeping systems, forms of control to ensure HSE procedure/policies are incorporated
- Contributes to team effort by accomplishing related results as needed
- Create and Sustain a Safe Work Environment, Supervision, Coaching, Managing Processes, Process Improvement, and Dealing with complexity
- Identifies opportunities for outstanding employee HSE performance and applies the appropriate employee recognition
- Conducts investigations of all lost-time accidents, significant first aid cases, "near-misses" and/or damage to property or equipment
- Completes an analysis of each Incident Investigation and reports any serious injury to the federal or state authority as required
- When requested by the Legal Department, will assist with other accident
- Follows up on all injuries to ensure proper care
- Reports all incidents and keeps records of all injuries, arranges for any necessary medical exams, arranges for proper medical attention for employees injured on the job, provides first aid and makes arrangements for injured employees to be treated by a doctor (when necessary) and provide follow-up care under the direction of a doctor

HSE Specialist

Responsibilities

- Coordinate with the project management teams to review proposed project scopes and tenders, HSE plans, and sub-contractor qualifications
- Act as the HSE focal point to site, project, and management including during both routine progress meetings and emergent issue resolution
- Assist in the identification, analysis and development of controls to eliminate or minimize occupational hazards at project and service locations
- Provide advice, support and training where necessary to management and workforce to achieve HSE objectives and maintain regulatory compliance
- Facilitate and direct HSE best practices to ensure continuous improvement and to instill a world-class culture
- Conduct project site visits and audits to evaluate the effectiveness of HSE processes and assist in taking the necessary steps to close gaps in execution
- Participate and support analysis of incident trends and provide recommendations for preventative and improvement actions
- Lead accident investigations to ensure that root-cause analysis is appropriately conducted and corrective actions address the causes
- Maintain required HSE records and develop and present routine HSE progress reports
- Maintain awareness of developments and legislation that impact assigned functions
- Represent the HSE function to current and prospective customers

HSE Coordinator

Responsibilities

- The HSE Coordinator will advise Branch Managers on matters related to the Safety culture within their respective branches and client business areas
- The HSE Coordinator will effectively communicate to employees Assist Branch leadership in the development of safety plans and programs as requested by the customer
- The HSE Coordinator assists in the examination and analysis of all incidents to determine the cause and assist with the development of recommendations to prevent recurrence
- Assists in monitoring safety and health compliance related to construction and maintenance of the project
- Provide new employees with orientation to company practices, procedures, and technical tools, as well as practical application through on the job training
- Conducts project safety audits and recommends correction for unsafe acts and/or tasks
- Explains safety policies and procedures
- Assists in conducting accident investigations and root cause analysis
- Trained to administer first aid to employees with minor injuries
- Assist in case management of employee injured on job
- Advises and supports local management in activities to foster a positive HSE culture
- Must be willing and able to travel as required occasionally