

SUPERVISOR



William Penn Cabinetry, LLC, a Freeburg, PA based high-end, custom cabinetry manufacturer is actively sourcing for a Supervisor. This position oversees the workflow at our facilities to ensure operations are carried out productively. The Supervisor will supervise the work of others and provide leadership for the Team Members under their area of responsibility. The Supervisor is also responsible for coaching and resolving issues.

The ideal candidate will be a competent individual able to guide and train Team Members, well-versed in processes under the role's responsibility and results-driven and focused.

RESPONSIBILITIES

- Set goals for performance and deadlines that comply with Company's plans and vision.
- Organize workflow and ensure that Team Members understand their duties or delegated tasks.
- Monitor Team Members' productivity and provide constructive feedback and coaching.
- Receive Team Members' concerns and resolve problems.
- Maintain timekeeping and personnel records.
- Pass on information from upper management to employees and vice versa.
- Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises.

QUALIFICATIONS

- Proven experience as supervisor or relevant role.
- Familiarity with company policies and legal guidelines of the field.
- Ability to learn a variety of job descriptions.
- Excellent communication and interpersonal skills.
- Outstanding organization and leadership skills.

EDUCATION

None required.

JOB TYPE

This is a full-time position for either first or second shift.

WORK LOCATION

On-site in Freeburg, Pennsylvania.

SCHEDULE

Positions available for first or second shift. Starting work schedule is 10 hours per day, Monday through Thursday. Schedule may change to 8 hours per day, Monday through Friday..

BENEFITS

- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off
- Retirement Plan

WILLIAM PENN CABINETRY, LLC'S CULTURE IS...

- Outcome-oriented: results-focused with strong performance culture
- Dynamic: determining new and better ways to operate
- People-oriented: supportive and fairness-focused
- Team-oriented: cooperative and collaborative