



Production Supervisor - Swing Shift

This position reports to the Operations leadership and is responsible for supervising non-exempt employees and Herb Pharm operations on the swing shift.

Job Summary:

Provides leadership to the employees working at the Williams, Oregon location during the swing shift operations to ensure that 2nd shift team achieves quality, cost, safety and regulatory goals.

Job Duties:

Duties may include, but are not limited to the following:

Safety:

Ensure that Herb Pharm employees are trained in safety procedures, that safety rules and procedures are followed and provide performance feedback as applicable.

Participate in Safety Committee meetings as required and follow up on action plans to resolve safety issues; accept rotation as safety chairperson.

Employee Relations:

Motivate employees through communication, ongoing employee development, and coaching.

Conduct Feedback Loops with staff members to reinforce good performance and provide course correction as necessary.

Ensure that policies are consistently followed and employee relations issues are appropriately resolved in a manner consistent with Herb Pharm culture.

Ensure that company communication is shared and understood.

Training:

Ensure that all personnel have been adequately trained to perform the functions on the production line and follow SOPs.

Assess, identify, and implement training needs of staff and participate in development of training programs as required.

Product Quality:

Understand and implement all quality/regulatory requirements; assure that products meet or exceed Herb Pharm specifications and quality parameters.

Champion continuous improvement in production quality including root cause analysis, and process improvement plans.

Regulatory:

Assure compliance with and documentation of all regulatory requirements including, among others, GMP, FSMA, and organic certification – know where to access required regulations.

Productivity/Cost:

Manage department budget to meet company goals.

Meet or exceed volume, yield, and cost targets.

Ensure the timely and accurate reporting of production data to include analysis of data to improve departmental production performance and efficiencies.



Desired Competencies & Knowledge:

- Drug, Food, or dietary supplement processing technologies
- U.S. food regulatory laws
- Environmental Regulations pertaining to food processing
- MS Office Suite, Access, Oracle/SAP, Timekeeping, Performance Management system
- Manufacturing Environment including – hazards, safety requirements, logistical requirements
- Production Equipment, including trouble shooting

Ability to:

- Motivate teams
- Ensure collaborative relationships inside and outside the department.
- Communicate effectively verbally and in written documents.
- Make effective decisions quickly
- Issue instructions and problem solve effectively in a timely manner
- Provide a safe and productive work environment for all employees
- Ensure that all production employees follow GMP's
- Lead 'best in class' behaviors with focus on safety and quality

Skilled in:

- Leadership
- Team building
- Developing training programs
- Decision making
- Data analysis, trouble shooting and problem solving using defined methodologies
- Organization and time management

Proficiency in: MS Office Suite

Work Environment:

- Work is done in production areas and office setting
- Frequent production environment exposure which includes noise, moving machinery, and fluctuations in temperature

Physical Requirements:

- Stand, walk, on a frequent basis
- Sitting periodically at a work station
- Must be able to lift 20 pounds on an infrequent basis

Minimum Qualifications:

- Bachelor's degree or combination of education and experience
- 2+ years of experience in a production environment in a supervisory role with a demonstrated track record of increasing responsibilities and leadership
- Experience in the food industry and quality assurance/food safety programs; experience in herbal or supplement industry preferred
- Able to work with minimal supervision
- Excellent written and verbal communication skills



- Effective computer skills
- Demonstrated ability to direct, coach, and train associates as well as plan, monitor and schedule work
- Strong teamwork and leadership abilities
- Ethics and ability to build effective relationships working closely with employees at all levels of the company
- Exceptional problem-solving skills

About Herb Pharm Since 1979, we at Herb Pharm have integrated traditional herbal knowledge with modern herbal science to produce superior quality herb products. We are the best-selling liquid herbal extract line in America's natural product stores. This is a result of our in-house scientific research and development of our herbal products, our meticulous quality control, our dedication to educating customers on the safe and effective use of herbs, our commitment to organic agriculture and environmental issues, and our attention to customer service.

We are very proud of our strong history in the herb business and remain dedicated to the continued support of our customers' health with quality herbal products for many years to come. The Herb Pharm family has grown slowly over the years, from just a few helpers to a staff of 100+ employees today. We are proud of the fact that many of our employees have been here over 10 years, some even longer. We take the same pride in working with our employees that we have always taken in working with the herbs.

We offer competitive wages, a comprehensive benefits package and a positive work environment. Herb Pharm is an Equal Opportunity Employer.

Job Type: Full-time

Job Location:

- Grants Pass, OR 97526

Required education:

- Bachelor's

Required experience:

- Quality and Safety programs: 1 year
- Food Production: 2 years
- Supervising: 2 years

Please send resume, cover letter to:

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