



# Production Foreman/Supervisor

## **Summary:**

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2021, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking a hands-on Production Foreman/Supervisor to oversee, train, and manage production employees and ensure compliance with safety and quality requirements. Oversee the daily workflow and assignments of production personnel and work closely with senior leadership to identify any production issues. The ideal candidate will have experience working in a fast paced environment while maintaining a high level of expertise and professionalism required in meeting customer requirements.

## **Responsibilities:**

- Oversees production operations encompassing multiple shifts.
- Prepares work schedules to ensure efficient operations and on-time delivery of product.
- Maintains knowledge of processes and equipment.
- Oversees multiple fast paced jobs and can perform same tasks as production technicians
- Troubleshoots issues that arise.
- Notifies maintenance department of equipment problems.
- Ensures that employees comply with applicable safety regulations, policies, and procedures.
- Ensures paperwork is completed and signed off on correctly.
- Performs all manufacturing processes.

## **Knowledge & Skills:**

- Thorough understanding of or the ability to quickly learn production operations and machinery.
- Excellent mechanical aptitude
- Excellent supervisory and leadership skills.



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- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software to complete reports and logs.

## **Qualifications:**

- 10+ years proven work related experience in a production environment
- 5+ years proven work related experience in a managerial capacity
- J-STD solder certified a plus
- Circuit board manufacturing experience a plus
- U.S. citizenship required with ability to possess a security clearance

## **Why should you join Haigh-Farr?**

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match
- Competitive salary, commensurate with experience and capabilities
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Health Insurance Plan