

---

# Job Title: Shift Supervisor

**Department:** Operations

**Reports To:** Operations Manager

**Location:** Coventry

**Deadline:** 29/08/25

---

## Overall Purpose of the Role:

Manage and actively encourage members of staff working in your team to meet the needs of the production requirements of our customers.

---

## Main Responsibilities:

- Work in conjunction with Production Management to agree and satisfy production plans.
- Drive Continuous Improvement through KPI's using CCAR's/ Scorecards/SQDCME and Work Group Boards.
- Work in conjunction with Human Resources to manage performance, absence and time keeping.
- Mandatory duty as a health and safety representative
- Maintain sufficient levels of manning and skills to meet business needs including holiday control via the Company time and attendance system.
- Ensure timely and effective development of personnel to meet business demands.
- Ensure workers adhere to company policy and enforce Health and Safety regulations
- Report machine and equipment malfunctions to support departments.
- Work with support departments and with production management to ensure that the machines are maintained aligned to a TPM Schedule.
- Communicate with Internal Plants to ensure product supply meets requirements.
- Develop and maintain a World Class 5s ethic amongst all teams with an auditable process.
- Ensure finished product for customer requirements is managed to plan and delivered on time.
- Every employee shares the responsibility to prevent, identify, and record/report the occurrence of any non-conformities relating to the products, processes, and the quality system.

## Skills, Attributes and Training Objectives:

- Must be self-motivated.
- Excellent communication skills.
- Understand CMM reports and inform Out of Tolerance results to relevant department.
- CMM programmer (Nonessential)
- Can set up and use Faro Arm scanner.
- Good Knowledge of ISO9001 / IATF16949
- Lead / Internal auditor. Certified.

- 
- Quality Manual and producers – Write and manager.
  - FMEA - Write & edit Control plans, Flow charts
  - APQP -
  - 8D - completion & Root cause analysis (i.e. 5-Why)
  - PPAP - Production Part Approval Process.
  - MSA – Measurement System analysis. SPC Capability.
  - Train others on quality control processes and visual / Porosity standards.
  - Implement & manage Continuous improvement techniques.
  - Support Production team where necessary
  - Train others on X-ray analysis Raw parts
  - Excel, Word, PowerPoint.
  - Good understanding of Aluminium Die casting and machining.
- 

**Education and/or Experience: Advantage but not essential.**

- Previous experience in a Supervisory Role within a Manufacturing environment.
  - Works well in a management team.
  - Previous experience in Problem solving/Root Cause analysis.
  - Willing to undertake training.
- 

**The duties and responsibilities listed in this job description represent the major responsibilities of the position. Other duties and responsibilities may be assigned as required.**

**Please send applications to the Human Resources Department:  
[paula.mitchell@evtec-aluminium.com](mailto:paula.mitchell@evtec-aluminium.com)**

**The closing date for applications for this position is the 29th August 2025. For any further information please contact the Human Resources Department.**