

About Us

Innovent Technologies (www.innoventtech.com) is a turnkey Contract Manufacturer for Clean Tech Components and Systems. Our core competencies consist of Engineering, Global Materials Management, Component Fabrication (Machining, Welding and Cleaning), System Assembly and Test in class 100,000 and class 1,000 clean rooms. The company has grown significantly over the past couple of years and plans to continue steady growth in next couple of years.

To help us achieve this goal, we are looking for a full-time, **2nd Shift Lead** with a manufacturing background. This position's schedule is Monday through Thursday with working hours starting at 3 pm and ending at 2 am.

Overview

We believe top candidates should have machinist experience, can lead by example, and have a strong understanding of production manufacturing and processes. Our Shift Supervisors ensures production or delivery processes in their department run smoothly according to set company regulations and procedures. Reporting directly to the Production Manager the position demands strong problem solving and communication skills, and the ability to drive a team to meet performance targets.

Our Production Shift Lead will assume ownership for assigned area as an extension of Production Manager. Our Production Shift Lead provides 1st contact point for build execution, workflow, and training to the team. Additionally, our Production Shift Lead will monitor core processes such as 5S, clean as you go, spot checks, Environmental Health & Safety (EH&S) as well as primary point of contact for process feedback and escalation. Though this individual will not have direct reports, they will mentor others and monitor processes in addition to individual build responsibilities providing general direction to realize our business goals while also providing feedback on our core methodologies.

Responsibilities / Duties

- Provide direct support to the machining cells & personnel assigned to them
- Provide hands on training / mentoring in alignment with individual training plans, as appropriate
- Work with Production Manager and adjacent shifts to ensure production schedules are obtained
- Ensure all documentation data is completed at the end of the shift
- Monitor 5S, EH&S, clean as you go and general process controls to ensure consistent effective process execution on shift. Provide feedback and support improvements, as appropriate
- Monitor machine tool lists, tooling offsets, pallet fixturing and related tooling across cells
- Inspects others employee's work as it progresses or as required
- Understand and adhere to ISO and Quality policies
- Perform Machinist duties setting up horizontal & vertical milling machines per machinist job description
- Owner for shift hand offs, providing peer shift lead with hand off notes consisting of progress / issues and attending walk through, or reviews as needed
- Ability to walk, stand, stoop, kneel, crouch, crawl, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb or balance; and regularly lift and/or move up to 50 pounds
- Good close vision and depth perception skills
- Positive can-do attitude
- Other duties as required

Education / Experience / Skills:

- 7-10 years of experience as a machinist with 2-3 years of experience in manufacturing supervision
- High School Diploma/GED
- Demonstrated leadership skills with the ability to motivate and coach employees
- Excellent communication and interpersonal skills
- Responsible for the implementation and participation of all management initiatives
- Lead for 2nd Shift documentation to be completed on time, in full
- Responsible for daily workforce job allocations and shift support coordination
- Responsible for conducting basic or routine troubleshooting
- Works well independently and in team environment
- Available to work overtime or on alternate shifts
- Must be authorized to work in the United States

Language Skills:

- Ability to read, write and comprehend instructions, short correspondence, and memos in English
- Ability to effectively present information in one-on-one and small group situations

Benefits:

- Health, Vision, Dental, & Life Insurance
- 401K Retirement plan with Company match
- Paid time off (Vacation, Sick, Holiday)

To apply, contact careers@innoventtech.com with a resume or application outlining your qualifications.