



## Valtronic Technologies (USA) Inc.

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**Position:** Group Lead

### **Position Overview:**

The Group Lead is responsible for overseeing the manufacture of specific customer product utilizing their team of personnel. The responsibilities for the Group Lead may include, but not limited to, working from the approved documentation to manufacture the assembly, assurance the Team follows GDP, provide guidance/training to assure compliance to quality criteria, assignment of work to your Team, supervision of your Team and meeting the customer's delivery date. The responsibility of the Group Lead is to help assure that work instructions are fully and completely followed, any production issues are totally resolved, work is completed in a timely manner to meet production schedules and all quality specifications are fully met and complied with. The Group Lead will have the ability to effectively communicate/work closely with Production Supervision, SMT, Quality, Planning, documentation, Engineering and be able to handle multiple priorities simultaneously.

### **Responsibilities Include (but not limited to):**

- Having the leadership ability to work closely with internal customers daily to assure products meet and/or exceed expectations for quality while meeting the delivery requirements.
- Basic knowledge of raw materials, understand SMT/PTH production processes, comprehend quality assurance requirements, ability to lead a Team of highly skilled production personnel to achieve desired results and other techniques for maximizing the effective manufacture of customer's products.
- Able to read blueprints, technical drawings, work order routers (as applicable), instructions, specifications and/or process information.
- Supervise production workers, motivate the Team and develop an effective work environment capable of dealing with multiple priorities and directing people as they work with the ability to identify the best people for specific jobs.
- Work with the Manufacturing/Production Manager to help determine production staffing requirements, train new employees and lead these Team members to achieve excellence that exceeds our customer's expectations in service and quality.
- Develop an effective Team to achieve production goals, while ensuring that materials, labor and equipment are used efficiently to meet production targets.
- Effectively communicate with your production Team to assure objectives are met, conduct and/or attend meetings and interface with management members to coordinate manufacturing activities.
- Manage the production Team members, identify any issues that may prevent schedules from being met then helping to adjust meet deadlines and assigning specific duties.
- Offer suggestions to help improve processes, quality and/or delivery.
- Provide guidance and direction to your Team members, including setting performance standards and monitoring performance and taking corrective actions when necessary.

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- Responsible to ensure that all work is done in accordance with customer's documented instructions, appropriate regulatory standards and company policies.
- Ability to think on your feet to resolve issues that may prevent shipment of a quality product on time to our customers.
- Frequently monitor the quality of the work in process within your cell, immediately correcting and addressing any problems. As may be necessary, conferring with management, program managers and engineers to resolve any potential production problems.
- Report problems with equipment, tooling and/or documentation immediately to Manufacturing Engineering (or others as may be required) so that corrective action can be taken.
- Do what is necessary to assure that a quality product is delivered on time to our customer. As an example, this may include working OT, performing manual assembly of SMT/PTH components, inspecting product, packaging as well as dropping packages off to UPS or FedEx.
- Any and all other duties as assigned to satisfy our customers.

#### **Qualifications Profile:**

- Professional demeanor and appearance with the ability to communicate in a positive manner with all internal customers.
- Detail oriented and possess excellent organizational, time-management and interpersonal leadership skills. You will need the ability to work constructively with individuals at all levels of responsibility.
- Computer skills with such programs as Word, Excel, PowerPoint, etc.
- An inquisitive and innovative nature, excellent critical and analytical thinking, integrity, willingness to step into new initiatives, strong communication and facilitation skills, team focused mentality, along with a commitment to continuously learn and improve yourself and your Team.

#### **Education and Experience:**

- Five years' experience in an electronic manufacturing service and production environment, desired.
- Familiar with ISO 9001 and ISO 13485 requirements.
- Previous experience working in an electronic manufacturing environment is required.

If interested, please email [ksnyder@valtronic.com](mailto:ksnyder@valtronic.com) or call Kathleen Snyder at 440-349-1239 x 143