
Job Description

Title: Production Supervisor

Reports To: Operations Manager

Position Summary

The Production Supervisor is responsible for overseeing all procurement, manufacturing, and distribution at Scotia Garden Seafood's Yarmouth operations.

Position Information

- Full-time, salaried position with competitive wages.
- 40-hour work week (Monday to Friday). Overtime may be required.
- Comprehensive benefits package (Medical, Dental, Life Insurance, LTD, Critical Illness, EFAP, Employer Contributed RRSP). Paid sick time
- Based at Scotia Garden Seafood's head office in Yarmouth, Nova Scotia.

Responsibilities and Duties

- Organize input materials (Raw material, packaging, supplies, etc.).
- Organize and direct manufacturing operations. Work closely and effectively with maintenance personnel.
- Ensure all operations are managed effectively by meeting quality, yield and cost objectives.
- Collaborate with the Food Safety and OH&S Manager to ensure compliance with food safety and quality programs as well as health and safety programs.
- Recruit new employees. Train new and existing employees. Complete performance appraisals, compensation reviews, discipline procedures and terminations.
- Negotiate and purchase supplies required for operations.
- Organize finished product shipments.
- Continue education by participating in professional development opportunities.
- Contribute to maintaining a positive, healthy and safe working environment.

Work Environment

This position is performed both in an office environment and within the manufacturing facility. When in the facility, the individual may be subject to loud noise and variable temperatures. They will be required to wear the appropriate CSA approved personal protective equipment and other garments as set out in the company policies and procedures.

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Position Requirements

Education and Training

- College diploma or equivalent experience.
- Completed courses in project management considered an asset.
- Education and or training in food safety and quality considered an asset.
- Education and or training in health and safety considered an asset.

Experience

- Minimum 3 years' experience in a manufacturing environment or equivalent.
- Experience in or knowledge of the fishing industry considered an asset.
- Experience in or knowledge of CFIA, DFO and other regulations and licensing considered an asset.

Competencies

- Strong leadership skills.
- Excellent verbal and written communication skills.
- Strong personnel management skills (delegation, conflict management, conducting performance appraisals, etc.).
- Organized and detail oriented.
- Ability to manage multiple tasks and meet simultaneous deadlines.
- Ability to work both independently and collaboratively.
- Willingness to take direction from superiors and advice from staff.
- Proficiency in Microsoft Office, Excel, Word and Outlook.

To Apply

Send your resume and cover letter to: [wyatt.gates@scotia.ca](mailto:w Wyatt.gates@scotia.ca)

We thank all those who apply, however only those who are considered for an interview will be contacted.