



# MackayMitchell

Envelope Company®

<https://www.mackaymitchell.com/job/production-supervisor-3rd-shift/>

## Production Supervisor – 3rd Shift

### Description

We currently have an opportunity for a 3rd Shift **Production Supervisor** at our Minneapolis facility. Preference will be given to candidates with demonstrated experience in the envelope (or related) manufacturing industry.

This is a 3rd Shift position. Employee may train for a period of time on 1st Shift (7:00 AM – 3:00 PM, Monday – Friday) and upon completion of training will be transferred to 3rd Shift (11:00 PM – 7:00 AM, Sunday – Friday AM).

### Responsibilities

The Production Supervisor position is responsible for supervising a small team of (union) production employees in a manufacturing environment. This position plans and assigns work, is accountable and responsible for managing production safety, environment controls and development of production employees, implements policies/procedures, supports quality standards and initiatives, manages special projects and recommends improvements in production methods, equipment, operating procedures, cost controls and working conditions. Occasional weekends/overtime will be required.

### Qualifications

Are you a demonstrated leader? In this exempt-level position, we seek a high-performing individual who can demonstrate strong work ethic, leadership/people management, communications and operations skills with a strong desire to continuously develop and promote and adhere to the company's CARES core values which are embedded in all roles, fostering a culture that demonstrates commitment to: Collaboration, Accountability, Respect, Excellence and Safety.

**Competencies:** Influencing/leading, performance management, critical thinking/problem-solving/analysis, planning/organizing, results-driven, time management, technical capacity/knowledge of machines/tools, conflict management, adaptability, communication proficiency. Important that this individual be a self-starter with ability to work independently and positively and effectively support and drive change initiatives and establish strong working rapport with team.

**Education and Experience:** High School Diploma; 3-5 years of experience in a manufacturing environment; knowledge of machines and tools; knowledge of quality systems and standards; knowledge of health and safety standards and compliance; computer literacy.

**Preferred:** Associate's or Bachelor's degree; 5-8 years of leadership experience in a manufacturing environment; experience in envelope manufacturing or printing industry; previous quality management experience; exposure in a union environment; previous color management (G7)

### Hiring organization

Mackay Mitchell

### Job Location

2100 Elm Street Southeast,  
Minneapolis, MN, USA, 54016,  
Minneapolis

### Date posted

January 13, 2025