

**Job Title:** Shift Leader

**Job Description:**

- To manage, supervise and coordinate the activities of subordinates in his/her shift according to written/oral instructions.
- To ensure efficient production in line with production schedule, instructions and specifications.
- To cooperate with Planning Department in order to prevent any problem in supply of packaging and raw materials.
- To ensure timely interference to the machines in case of breakage; to support maintenance team with his/her observation and information in order to shorten the downtime.
- To ensure required measurements of products are done according to related control/inspection plans and instructions and to direct subordinates to realize the readjustments when necessary.
- To ensure process controls are done without delay and to screen out their compliance.
- To screen out the sufficiency of the simple maintenance activities that must be done by subordinates; to ensure order and cleanliness at the workplace.
- To ensure the safely transportation/handling/lifting/loading/unloading of products, materials, machinery and equipment.
- To ensure all the employers are working in accordance with the safety rules.

**Qualifications:**

- To be 18 years-old and above.
- To be graduated from related departments of vocational high schools.
- To have the appropriate medical report.
- Spanish speaking a plus.