



MackayMitchell

Envelope Company®

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

Production Supervisor – Day Shift

Description

Location Notice: This position is based in **Mount Pleasant, Iowa**. While all qualified candidates are encouraged to apply, preferential consideration will be given to applicants who reside locally or intend to relocate to the area.

The Production Supervisor is responsible for overseeing production employees in a fast-paced manufacturing environment. This role ensures the efficient execution of production plans, fosters a culture of safety and quality and drives continuous improvement initiatives. The Production Supervisor is accountable for managing production performance, employee development, compliance with policies and procedures and operational enhancements related to equipment, processes, cost controls and working conditions.

Responsibilities

- Lead, develop and support production employees to achieve key performance indicators (KPIs) in safety, quality, productivity, service and cost
- Ensure employees receive proper training and onboarding, fostering continuous learning through coaching, feedback and skill development initiatives
- Collaborate with the Operations Manager, Plant Manager and Human Resources to address employee relations matters and maintain a positive work environment
- Analyze staffing needs to optimize efficiency and meet production schedules
- Track and report vacation, absenteeism, overtime and timekeeping discrepancies in accordance with Company policies
- Monitor and manage employee accountability, providing regular reports to the Operations and Plant Managers
- Oversee performance metrics, including quality standards, production goals and waste reduction efforts, while ensuring regular reporting to leadership; Support quality audits and collaborate with Operations, Plant and Quality teams on corrective and preventive action plans
- Support continuous improvement initiatives to enhance operational efficiency and production processes
- Facilitate effective communication across departments and shifts to ensure seamless workflow and collaboration
- Assist in decision related to machine utilization, maintenance and repairs, coordinating with relevant departments
- Ensure compliance with health and safety policies, providing training and enforcement of Standard Operating Procedures (SOPs)
- Investigate and document workplace incidents, promoting proactive safety measures
- Maintain housekeeping standards to ensure a clean and safe working environment
- Uphold and promote the Company's CARES Core Values: Collaboration, Accountability, Respect, Excellence and Safety

Hiring organization

Mackay Mitchell

Job Location

1500 Mackay Avenue, Mt. Pleasant

Date posted

August 7, 2025

Qualifications**Competencies**

- Leadership and influence
- Performance and results management
- Critical thinking and problem solving
- Planning and organizational skills
- Time Management
- Technical knowledge of machines and tools
- Conflict resolution and employee relations
- Adaptability and change management
- Communication and collaboration
- Process improvement and innovation

Required Education and Experience

- High School diploma or equivalent
- 3 – 5 years of experience in a manufacturing environment
- Strong knowledge of machinery, tools and production processes
- Familiarity with quality standards, health and safety compliance
- Proficiency in computer applications related to production management

Preferred Education and Experience

- Associate's or Bachelor's degree in a relevant field
- 5 – 8 years of leadership experience in a manufacturing setting
- Experience in envelope manufacturing or printing industries
- Background in quality management and/or color management (G7)