



Production Supervisor

Location: Hilliard, OH

Position Type: Full-time

Reports To: Production Manager

Overview:

The Production Supervisor role is based in Columbus, Ohio and supports the daily manufacturing of Meristem's Bio-Capsule delivery systems. This includes supervising and operating semi-automated filling and sealing equipment as well as CNC machinery. The Supervisor will co-lead the Production Associate team and help ensure smooth, efficient production campaigns. Candidates with experience maintaining or assessing mechanical and electrical components are encouraged to apply.

Responsibilities:

- Support the development, communication, and execution of weekly and daily production plans.
- Ensure required materials are available, in inventory, and properly staged for production.
- Inspect equipment and supplies prior to use to confirm readiness and safety.
- Partner with the QC Manager to ensure raw materials and finished goods meet all specifications.
- Maintain a clean work environment and keep machinery in proper working order.
- Stay current with work instructions and operating procedures.
- Assist with workforce planning, including hiring and overseeing seasonal employees.
- Attend internal meetings and required training sessions.
- Prioritize employee safety and product quality in all processes.
- Promote a positive and collaborative team environment.
- Adhere to all company policies and procedures.
- Perform other duties as assigned.
- Be available to work outside normal business hours when needed.

Requirements:

- Positive attitude and ability to work well in a team environment.
- Bachelor's degree or relevant work experience.
- Two or more years of leadership experience in a manufacturing or production setting.
- Ability to follow written and verbal instructions.
- Strong attention to detail and basic problem-solving skills.
- Previous manufacturing experience.
- Ability to wear personal protective equipment as required.
- Ability to work extended hours when needed.
- Ability to sit or stand for long periods of time.
- Proficiency with Microsoft Office and basic ERP systems.
- Strong hand-eye coordination.
- Ability to lift up to 50 pounds.
- Forklift certification preferred.