

## **Operations Supervisor- Machine Shop**

Full Time

Osceola, AR

### **Summary**

Manage the manufacturing process and schedule the work flow through the shop. Train employees and maintain the 5-S and safety principles.

### **Who we are**

At SMS group, our people are our greatest asset. We offer an entrepreneurial environment that promotes a culture of innovation, growth, and inclusion. We offer company events, activities, and opportunities to participate in charitable initiatives that benefit the communities where we are located.

### **The right candidate will**

- Maintain the 5-S and safety principles.
- Establish and maintain new relationships with customers.
- Maintain tooling and raw material inventory and reorder as needed. Requests quotes for goods and services.
- Estimate jobs and update quote log.
- Fill out job folders and work order log to be input into GSS.
- Process warehouse reorders and maintain folders per item #.
- Maintain spreadsheets for all jobs for each department and customer.
- Request for a shipper to be printed when jobs are completed and ready to ship.
- Calculate the cost for each job and send to the customer before billing.
- Program CNC Machine tools.
- Design special tools for customer.
- Troubleshoot and try to improve the customers processing equipment.
- Perform other duties as assigned or requested.

### **Supervisory responsibilities**

- Directly supervises employees in the Machine Shop and Chock Rebuild Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **What you will need**

- Five year college or university program certificate, or two to four years of related experience and/or training, or equivalent combination of education and experience.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios and proportion to practical situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Computer Skills: GSS, ADP (Time and Attendance) Spreadsheet and Word Processing Software, Engineering Software (CAD/CAM), GIBBS CAM.

## **What we offer**

Competitive compensation, medical/dental/vision coverage, paid vacation, paid holiday time, 401k with a company match, training, a tuition reimbursement program and more!

## **What we do**

SMS group is the leading partner in the world of metals. We are an original equipment supplier offering comprehensive maintenance and spare part services for metals production, continuous casting and rolling (flat and long products), tubes, welded pipes, forging, non-ferrous technology, and heat treatment plants - all from a single source.

*SMS group Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, age, sexual orientation, disability, veteran status, gender identity or other categories protected by law. Employment is contingent upon successful completion of a drug screen and physical capacity profile test.*