



JOB DESCRIPTION

Cell Leader

Purpose: A Cell Leader directly supervises a Cell team of manufacturing employees in accordance with the InSource handbook, company policies, and applicable law.

Essential Functions:

- Report to work on time and in accordance with all applicable attendance policies
- Support and encourage employees; maintain good relationships
- Understand and follow workflow and instruction procedures
- Plan for and ensure that assembly tasks are completed
- Solve production problems and remove barriers to performance
- Contribute personally to the completion of assembly tasks
- Maintain safe, professional, and organized work environment
- Manage work schedules and overtime requirements within guidelines
- Achieve cell production targets and goals
- Ensure that employees are properly trained
- Ensure quality defects are contained, reported, and repaired in a timely manner; resolve quality issues
- Provide recognition and constructive feedback; keep direct employees informed
- Assist with conflict resolution between employees; advise HR and Production Coach of all difficult situations
- Develop workers for future responsibility assisted by HR, BU Leader, and Production Coach
- Keep Production Coach informed; work well with business unit team
- Accept constructive feedback and adjust practices
- Abide by Employee Handbook and policies which may be implemented from time to time and immediately report any violations of the same by others

Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with applicable federal and state law.

Required Traits:

- Integrity
- Treat Employees with Respect

Competencies:

- Understand Technical Requirements
- Learn and Grow
- Find a Better Way
- Maximize Performance
- Encourage and Motivate
- Provide Constructive Feedback
- Develop Employees
- Champion Quality
- Minimize MCT

Reports to: Wire Harness Production Coach

Position Type: Non-Exempt

Work Environment: Employee (EE) is occasionally exposed to excess noise or vibration; dust, fumes, gases, smoke, or other irritating substances; solvents or chemicals. EE is occasionally required to work with hot or cold substances.

Physical Demands: EE is continuously required to use fingers and hands to grasp, handle, push, reach, or feel. EE is frequently required to talk or hear; exercise close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus; stand or walk; lift and/or move up to 10 pounds. EE is occasionally required to sit, stoop, kneel, or crouch; climb or balance; use foot controls; lift and/or move up to 25 pounds.

Required Education and Experience: 1 year of supervisory experience or equivalent.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities required. Duties, responsibilities and activities may change or be assigned within discretion of management.

Effective: June 7, 2018

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