



JOB DESCRIPTION

Associated Document(s): QP-25

Name:

Job Title	Lead Operator
Reports to / Department:	Manufacturing/Operations

Role Summary:	<ul style="list-style-type: none"> • Responsible for managing labor throughout the shift, Operator performance and maintaining training records according with the company policies and procedures. • Problem solving and able to address issues that may occur among peers. • Must be able to perform all Operator duties as required.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Leads, coaches and provides effective feedback. • Coordinates work assignments within the production department that include training, technical support and/or troubleshooting support. • Works with internal resources to resolve problems. • Ensures adherence to department policies, procedures, regulatory compliance, and environmental health and safety requirements. • Facilitates and leads group meetings. • Assists employees in resolving conflicts. • Responsible for the paperwork to start up and shut down their line or area. • Assign duties based on operator qualifications and project priorities. • Knowledge of production KPI's and how to calculate them. • Clearly communicate production/ quality issues with department managers. • Ensure all training for the team is up to date. • Prepare and administer one on one reviews on an "as needed" basis. • Additional duties as required.
Qualifications:	<ul style="list-style-type: none"> • Knowledge of ISO 13485:2016 an asset. • 2 years of leadership and manufacturing experience preferred. • Experience working in a controlled/ clean environment an asset. • Basic computer skills including experience with Microsoft Office preferred. • Bilingual in English and French preferred.
Profile:	<ul style="list-style-type: none"> • Ability to lead and mentor others. • Knowledge of ISO 13485:2016 regulatory and compliance guidelines and practices. • Strong problem-solving skills. • Have the ability to communicate effectively both verbally and in writing. • Detail oriented. • Forward thinking (drives for continuous improvement) • Ability to align to organizational values.

The masculine form here refers to both men and women.