



Master Line Lead

QPSI is actively searching for **Master Line Leads** (Day and Night Shift available) in the Macungie, PA facility. If interested, please submit your resume to Ana Reyes at areyes@qpsiusa.com.

Principle Job Function:

The Master lead is responsible for helping employees achieve goals in the areas of quality and productivity. The individual must demonstrate the ability to motivate people and must be viewed as a clear and credible communicator. The individual must have a passion for safety and be able to build an open, trusting relationship with plant employees. The Master Lead reports to the Production Manager and the QA Manager or designees. In this role the Master Lead provides day-to-day leadership of resources to ensure delivery of improved business results in the areas of production, quality, cost, delivery, safety, and employee development in accordance with QPSI and industry standard operating procedures.

Principle Responsibilities/Essential Job Functions:

The ideal candidate will build organizational capacity by leading others in problem solving, principle based decision making, process and performance improvement. Is expected to establish work procedures to meet production standards and recommend measures to improve methods and equipment performance. Suggest plans to motivate employees to meet production goals. Prepare line for upcoming shift, understand line layout, monitor PV, pallet inspection (in-bound and finished goods), submit product/component requests and logbook entries, and maintain proper line coverage. Finished goods counts, return to inventory, check and count product and components prior to production as required, check in product/component pallets, and lot changes. Works with other departments, quality assurance, production coordinators, shipping and receiving upon direction on various production related issues to minimize the repeat of rejections or nonconformance. Performs on-line inspection of product and components on a daily basis. Documents results of inspections on appropriate documentation, inspection of all incoming components to the line (bulk inventory, labeling, and packaging materials). Responsible for all production line documents and production room records. Assures all records are completed daily and accurately. Reviews specifications and compare product listing or sample model to ensure completion of assembly. Review quality aspects of room/line clearance and overall product quality on the production line. Assist in documenting of staged list of components to be released from each production room. Label control and reject areas as assigned. Review date codes and brand codes on shippers and all components during each shift to ensure completion of assembly. Reviews batch documents and responsible for all batch records to completeness.

Qualifications/Educational Requirements

- High School Diploma or equivalent required.
- Minimum of 2 years' experience packaging or manufacturing experience.
- Ability to read, write, and understand English (Bi-lingual skills in Spanish preferred).
- Ability to read and interpret specification requirements.
- Working knowledge of Microsoft Word, Excel, and AS400.
- Perform basic math calculations (addition/subtraction).
- Strong interpersonal skills and effective written and verbal communications skills required.