



SCSI

Supply Chain Services International

Career Opportunity Announcement

Title: Team Lead	
Availability: Immediately	Number Available: 1
Location & Division: Singapore	

OBJECTIVE: The Team Lead assists the Site Manager in maintaining the proper material flow thru required processes, insuring that the service provided during the shift is conducted in an accurate, efficient and timely manner. This is accomplished by meeting or exceeding customer expectations.

DUTIES AND RESPONSIBILITIES

- Supervise the planning and execution of daily activities including current operations, customer requests and new projects
- Maintain required productivity and quality levels, implementing improvements when possible
- Insure the techniques for determining non-conforming product are accurate, meeting customer requirements and maintaining proper material flow
- Assign daily workloads to insure the work is completed in a timely manner
- Maintain company policies and procedures in accordance with directives from management
- Interface with the customer in a professional manner and implement customer feedback into daily operations
- Communicate inspection status and requirements to customers and employees
- Insure the techniques for determining non-conforming product are accurate and repeatable
- Maintain company databases by adding new part procedures and editing existing procedures
- Provide on-the-job training, when needed; mentor and supervise workers
- Complete other duties and/or responsibilities as assigned

REQUIRED JOB SKILLS, COMPETENCIES & EXPERIENCE

- Proficient in performing inspection activities and competent to perform all line job functions as needed to assist in meeting production scheduling and customer requirements
- Demonstrated knowledge of visual and mechanical inspection techniques and processes
- Demonstrated proficiency in verbal and written communications
- Operating level proficiency using MS Office Suite application programs
- Demonstrated proficiency interfacing with various levels of staff and management, while working in a fast paced environment
- Comprehension level knowledge and demonstrated ability to interpret engineering drawings
- Operating level proficiency in using MS Office Suite application programs
- Comprehension level of FIFO material flow applications
- Comprehension level knowledge of Zero Defects and similar quality practices

REQUIRED EDUCATION

- Technical degree or equivalent relevant experience in a manufacturing/quality environment
- Supervisory work experience is preferred
- Hiring and training experience is preferred



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SUPERVISORY RESPONSIBILITIES

- This position does include supervisory responsibilities

PHYSICAL DEMANDS OF WORK ENVIRONMENT

- This position is located in an industrial/production environment, as such you may be exposed to the following:
 - Intermittent moving or lifting up to 50 pounds
 - Intermittent exposure to extreme cold, extreme heat
 - In proximity to moving, mechanical parts and machinery
 - Exposure to electrical shock and vibration
 - Exposure to noise level of industrial/production environment – usually very loud
 - Working in close proximity to customer/client
 - Exposure to fumes, noxious odors, dusts, mists, gases and poor ventilation