



Team Lead - Assembly

Job Description

Job Locations US-IL-Danville

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ID

2020-6195

of Openings

1

Category

Assembly

Company

Flex-N-Gate Plastics Corporation (Danville), LLC

Overview

Flex-N-Gate is a leading manufacturer and supplier of components for the automotive industry, recently ranked 10th of the 150 Top North American Suppliers in *Automotive News*. A growing and vital company, Flex-N-Gate provides a great opportunity for hard-working and skilled individuals.

Scope of the Position

Provide team members with responsibility for successful completion of department tasks & responsibilities. This is a 2nd shift position.

Responsibilities

- Support and maintain compliance utilizing a general awareness of safety requirements, regulations and use of Personal Protective Equipment.
- Support and maintain compliance utilizing a general awareness and knowledge of TS, Inspection, Quality, Environmental and Production Standards.
- Provide relief as needed to cover absences.
- Maintain knowledge of operations in the department.



- Identify, improve and provide immediate operational corrective actions for production problems.
- Conduct on the job+training for new employees.
- Conduct training and ensure compliance of work instructions, safety talks and other communication as required.
- Assign employee placement within the department and delegates tasks.
- May act as a back-up to the supervisor.
- Complete documentation as required by department.
- Complete teardowns and verifying components from teardowns are dispositioned properly.
- Stock clips, bolts, nuts, brackets, and any other materials needed on the line.
- Ensure tools are present and available as needed on the line.
- Assist in creating and maintaining procedures, work instructions, and process flows as needed.
- Any other task as assigned by the supervisor or manager.

Qualifications

- Must be able to work any shift as needed including overtime.
- Must be able to obtain Lock Out/Tag Out affected employee certification and retain knowledge of procedures.
- Demonstrated efficient operation of all the machinery and operations in the department/cell.
- Must be self-motivated and able to work in a fast paced environment.
- Willing to undergo continuous training to enhance skills.
- High school diploma preferred.
- Must be able to obtain a forklift license issued from Flex N Gate Plastics and maintain license.
- Proficient with database applications such as AS400, MS Office, Customer Websites.
- Demonstrated a strong attention to detail, organizational skills, and planning abilities.
- Demonstrated effective communication skills both verbal and written.
- Good attendance is critical.
- Proficient in mathematics, read and understand instructions.
- Analytical
- Previous Leadership and Training experience highly preferred.
- Demonstrated Leadership abilities required, including conflict resolution.
- Demonstrated ability to think and act independently.
- Manufacturing experience with a thorough understanding of manufacturing processes required.
- Demonstrated ability to maintain confidentiality.
- Demonstrated a safe work history.
- Demonstrate problem solving and decision making ability.

Benefits



ÉMedical, dental, prescription, vision, life and disability insurance; and a flexible spending account

É401(k) retirement savings plan with company match

ÉExtensive safety training, new hire orientation, continuous learning and development programs and tuition reimbursement

ÉPaid holidays and vacation time

Flex-N-Gate is an equal opportunity employer.

EOE/Minorities/Females/Veterans/Disabled.