



TENNANT PACKAGING CORPORATION

Innovative Packaging Solutions

North America • Europe • Asia

Kitting Supervisor

Position Overview

For over 25 years, **Tennant Packaging Corporation (TPC)** has specialized in clinical research supply, temperature- sensitive packaging, as well as non-sterile kit building for laboratory research. Their dedication to quality, innovation, and reliability has earned them a reputation as a trusted partner for clients worldwide.

TPC is seeking a **2nd shift Kitting Supervisor** to join their growing team. In this exciting role, you will be responsible for managing 30+ direct reports to complete the assembly of medical kits within predetermined specifications and timelines and for communicating with customers and leadership to meet production needs.

Are you a manufacturing or distribution industry leader looking to join a dynamic, international company, with a tight-knit, family owned feel? If so, look no further!

Key Activities

- Act as main point of contact for 2nd shift kitting operations, managing 30+ employees as well as lead and support assembly of kits ensuring timely and accurate completion
- Communicate with customers and company management to meet production needs and address customer questions and/or concerns
- Coordinate with Operations Manager to ensure proper staffing is maintained to meet customer needs
- Collaborate with team leads to address any staff issues and to ensure production timelines are met
- Work alongside quality assurance and management to recommend and implement process improvement changes
- Develop SOPs/related training documents to ensure efficiency and standardization in work and training as well as maintain all inventory with particular attention to lot and expiration date
- Participate in, contribute to, and potentially lead various committees within the company
- Work with vendors and freight carriers to ensure timely shipment of products
- Participate in recruiting, performance appraisals & disciplinary actions

Qualifications & Requirements

- 5+ years progressive work experience
- 3+ years demonstrated leadership experience
- Proficient in MS Office and general computer skills
- Experience in kitting, distribution and/or pick/pack
- Fluency in speaking, reading and writing Spanish is a plus, but not required

Skills & Abilities

- Strong direct leadership skills; direct communicator
- Ability to build and motivate teams and collaborate with others
- Take initiative to proactively solve problems and implement improvements - If you have an idea, let's hear it!
- Confident, curious and possesses a process-driven mindset
- Strong analytical and conceptual thinking skills
- Ability to understand Customer needs first
- Goal oriented with a strong desire to hit daily, weekly and monthly targets
- Excellent written and verbal communication skills

Further Information

TPC is a family-owned company in a growing industry, and provides employees with many opportunities for professional development. Conveniently located the heart of West Chester, the state-of-the-art facility boasts a pristine, climate-controlled atmosphere, complete with a revamped breakroom for your comfort.

Other perks include Medical, Dental, and Vision Insurance, PTO, 401K contributions and company-paid holidays.

A Slice of HR is partnering with our client on a fee for service basis. If interested, please email your resume to emily@asliceofhr.com