



TENNANT PACKAGING CORPORATION

Innovative Packaging Solutions

North America • Europe • Asia

Bilingual (Spanish) 2nd Shift Kitting Manager

Position Overview

Our client, **Tennant Packaging Corporation (TPC)** is a family-owned tight-knit team that does whatever it takes to go the extra mile for their customers. TPC specializes in clinical research supply with a focus on temperature sensitive packaging as well as non-sterile kit building for laboratory research. With over 25 years in the medical and packaging businesses, they provide a unique perspective and unparalleled customer service. Headquartered in **the West Chester Township of Cincinnati, OH**, TPC has clients worldwide, with additional offices in Belgium and Malaysia.

They are seeking a **Bilingual (Spanish) 2nd Shift Kitting Supervisor** to join their team. While it could fluctuate, **the 2nd shift schedule is anticipated to be Sun-Thurs 3pm-11:30pm**. The Supervisor will be responsible for managing 40+ employees to complete the assembly of kits within predetermined specifications and timelines and for communicating with customers and leadership to meet production needs.

Are you a bilingual (Spanish/English speaking) leader with a forward-thinking, operational mindset and a desire to go the extra mile in order to provide the utmost customer satisfaction? If so, we'd love to talk with you!

Key Activities

- Act as main point of contact for 2nd shift kitting operations, managing 40+ employees
- 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
- Work with team leads to address any staff issues and to ensure production timelines are met
- Work with 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
- Ensure maintenance of 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 demonstrated leadership experience
- College degree or equivalent experience
- Fluent in speaking, reading and writing Spanish
- Proficient in MS Office and general computer skills
- Experience in kitting, distribution and/or pick/pack

Skills & Abilities

- Strong 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 in West Chester, employees enjoy a crystal clean, climate-controlled work environment with a newly updated breakroom.

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 miranda@asliceofhr.com