

ABOUT HELIENE

Heliene is a fast-paced entrepreneurial company growing rapidly in a highly desirable industry, with a mission to be part of the solution to climate challenges and contribute to a better planet.

Heliene has taken the challenge to help the world reduce its reliance on fossil fuels, by striving to be a leader in renewable energy. We are a manufacturer of high efficiency and high-quality solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, and at manufacturing partners around the world.

Customer First is more than a slogan. It's the guiding principle of our business, a core value, and the cornerstone of our company culture.

WHY JOIN HELIENE

We are looking for talented and motivated people that want to help us shape the solar industry. Under an experienced leadership team, we provide growth opportunities, intellectual challenge and a flexible, collaborative company culture.

We offer comprehensive benefits, including competitive salaries; paid time off; health, dental, vision and life insurance; as well as retirement plans.

THE POSITION

Job Title:	Production Lead
Position Status:	Full-Time
Department:	Operations
Supervision Received:	Production Manager
Supervision Exercised:	Line Supervisors
Location:	Mountain Iron, Minnesota

A.	Oversees Production	45%
B.	Supervises Production Team	30%
C.	Administrative	20%
D.	Other duties and assigned	5%
TOTAL		100%

Reporting to the Production Manager, the Production Leads(s) will work as part of a Production Lead Team to plan, schedule, implement, and monitor production activities, ensuring production requirements, product specifications, and deadlines are met for both Line one (1) and Line two (2) of the Mountain Iron facility. The Production Lead will oversee the Line Supervisors and their performance, training, and management. This position will work closely with Human Resources to ensure safety procedures are being followed and partner with all hiring activities for the production floor. The Production Lead must be a strong leader, detail orientated, highly organized, and work within a confidential environment.

Key Responsibilities:

- Analyze data to increase productivity and analyze trends
- Ensure all areas of the semi-automated production line are running optimally and safely
- Ensure the production team is working in a safe and efficient manner
- Ensure accident/incident investigations are carried out in a timely manner and documented to determine root causes, corrective actions, and following up to ensure completion
- Ensure staff are operating according to the general SOP and/or Standardized work instructions (WI)
- Be proficient with all areas of the production line to be able to cover Line Supervisors as needed
- Support Supervisors to ensure staff are operating according to the general SOP and/or Standardized work instructions (WI)
- Evaluate, monitor, and provide feedback concerning employee performance, productivity, and compliance to work instructions
- Assist Human Resources with interviews and walkthroughs for Production positions
- Participate in Production Meetings and lead floor production meetings
- Handle employee relations issues with assistance from Human Resources as needed
- Perform other duties as assigned by the Production Manager or delegate.

Minimum Qualifications:

- Must have 2 years previous supervisory experience, manufacturing experience preferred
- Proficient with Microsoft Office Suite or related software
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and delegate them when appropriate
- Knowledge of industrial engineering and manufacturing operations
- Must be safety-oriented
- Ability to collaborate/work well with others
- Ability to take direction and work independently
- ISO 9001 2015 knowledge is an asset
- Must have a valid driver's license and reliable transportation
- Ability to obtain a passport and travel internationally is considered an asset

Physical Requirements:

- Must be able to stand and walk the production floor for long periods of time (up to 8 hours)
- Must be able to use a computer proficiently
- Must be able to team lift up to 50 pounds
- Must be 18 years of age or older
- Must be able to tolerate an assembly line environment

Salary Range: \$60,000 to \$80,000 annually, salary is based on experience

Qualified applicants should submit a cover letter and resume to careers@heliene.com 5:00pm on May 17, 2024

All applicants must be legally eligible to work in the United States of America.

Heliene is strongly committed to fostering diversity and inclusivity within our organization and is an equal-opportunity employer. Heliene invites and encourages applications from all qualified candidates from equity-deserving groups and all qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.