

# Compounding Supervisor



**Reports to: Production Manager**

## **Summary:**

The Compounding Supervisor is responsible for day to day planning, operation, and problem solving so that the compounding team can manufacture product (bulk), have the specifications approved and released, in a timely manner meeting the production plan.

## **Essential Duties and Responsibilities:**

1. Supervise production of bulk.
2. Plan batching schedule 3 months in advance.
3. Plan to have batches complete 1 month in advance, allowing for all testing to be completed and timely production of orders.
4. Manage inventory effectively, ensuring chemicals are available to complete work and that ordering of chemicals is timely. Manage inventory ensuring quantities available are in fact available.
5. Perform all in process tests to ensure quality.
6. Communicate between front line, other departments and management,
7. Work closely with team members, reports as required; manage performance issues and the resolution.
8. Work as a member of the team, completing all paperwork and handling any complaints.
9. Ensure all team members clean and sanitize process tanks, and storage tanks. Accurately weigh raw materials according to batch sheet. Accurately manufacture batches as per schedule and procedure. Sample batch and obtain approval for release. Empty batch into totes or barrels after batch is approved.
10. Verify and sign that correct code, name and weight on Production Batch Record Sheet are being used.
11. Issue batches to production.
12. Follow all Good Manufacturing Practices.
13. Comply with all WHIMIS and Health and Safety requirements.
14. Attend training in house and off site.
15. Other occasional duties as assigned by management.

## **Equipment**

1. Scales.
2. Mixers, kettles and other compounding equipment.
3. Various testing equipment.

## **Knowledge/Skills**

1. Understand and follow a manufacturing (batching) procedure.
2. Basic mathematical skills.
3. English Language skills
4. Excellent communication skills.

## **Required Experience and Education**

1. Secondary education scientific preferred
2. Previous management experience considered an asset.
3. In House training provided.
4. Effective communication skills.

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