



Cobo Center is recruiting for the following position:

Position Title: Production Supervisor

Job Summary:

The position of Production Supervisor is charged with achieving immediate and short-term objectives established by the Sr. Manager, Production Services. Responsible for scheduling, implementing and delivering work assignments on a timely basis and within budget.

The Supervisor, Production must be a self-starter who can work well with people at all levels both internally and externally of the operations and must have the ability to work effectively with ever changing priorities and/or situations. Typical activities include but not limited to general operations, absence management, continuous improvement, discipline, housekeeping, manpower planning, scheduling, training, etc.

This position reports directly to the Sr. Manager, Production Services.

Key Job Elements:

Include the following

- Excellent working knowledge and experience of supervising employees, ensuring safety, quality and productivity. Good track record of working in a unionized environment.
- Supervise the installation and dismantling of temporary stages, dance floors, exhibit halls, meeting rooms, ballrooms, table and chairs, etc.
- Marks floors according to floor plans to aid in proper placement of equipment.
- Operates self-propelled material handling or mechanical lift equipment.
- Assists with the training and development of the production services staff
- Maintain housekeeping at a high level within the department.
- Good communication skills, planning capabilities and documentation.
- Flexible, adapts to changes well, able to work long hours including weekends, as required.
- Performs other miscellaneous building services or duties as assigned.
- Prior experience working in large hotels and/or convention center operations a definite plus.

Qualifications:

- Education – Educational background and academic qualifications are important and required, minimum high school diploma or equivalent, however associates or bachelor's degree preferred.
- Experience – Five (5) to seven (7) years of progressively responsible production experience, equivalent experience will be considered. Supervisory experience preferred
- Skills – Mechanical aptitude, working knowledge of reading floor plan layouts, leadership and work ethic.
- Well Developed Communication Skills – Good oral, written and listening skills. Good analytical skills, including ability to lead, facilitate, plan, document and organize. PC literate.
- Customer Focus – Is dedicated to meeting the expectations and requirements of internal and external customers.
- Organized – Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently.
- Problem Solving – Solves problems with effective solutions; asks good questions and probes answers; looks beyond the obvious and doesn't stop at the first answer.
- Team Player – Creates strong morale and spirit within team; shares wins and successes; fosters open dialogue; creates a feeling of belonging in the team.

TO APPLY:

Please go to the website listed below:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000482510206#/>

No Phone Calls

This position offers a competitive salary and benefit package.

Cobo SMG is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and Protected Veterans to apply. VEVRAA Federal Contractor.