

**Position Summary:**

We are looking for a proactive and dependable Assistant Lead Associate to support the Line Lead in managing daily activities on the processing lines. This role ensures that production targets are met, quality standards are maintained, and team members are supported in performing their tasks efficiently and safely.

Key Responsibilities:

- Assist the Line Lead in coordinating daily production activities, including assigning tasks and monitoring progress.
- Ensure processing lines are running smoothly and troubleshoot basic issues to minimize downtime.
- Support training of new associates on procedures, safety protocols, and quality standards.
- Monitor workstations for accuracy, pace, and compliance with production guidelines.
- Communicate effectively with team members and leadership to report issues or improvements.
- Perform quality control checks and ensure defective products are properly flagged or removed.
- Maintain cleanliness and organization of the line and surrounding work areas.
- Fill in on the line as needed to maintain productivity during staff shortages or high volume.
- Assist with end-of-day reporting, shift handovers, and documentation.

Requirements:

- 1+ years of experience in a warehouse, production, or processing environment.
- Strong understanding of production line operations and workflow.
- Ability to lead by example and support a team-oriented environment.
- Strong communication skills and attention to detail.
- Ability to stand for long periods and lift up to 50 lbs as needed.
- Willingness to work flexible hours, including overtime or weekends if required.

Preferred Qualifications:

- Prior experience in a lead or assistant lead role.
- Familiarity with lean manufacturing or continuous improvement practices.
- Basic computer skills for reporting and documentation.
- Bilingual (English/Spanish) is a plus.