



Shop Supervisor – Elk River, MN

About Us!

Inside Edge is a rapidly growing, employee owned, team-oriented company with an entrepreneurial spirit. We work to support our company's growth initiatives while supporting and servicing our customers, internally and externally, through our core company values. Our "Owner's Mentality" attracts top talent and inspires our employees to take pride and responsibility in the work that they do. We've been named a Top Workplace in Minnesota six times and aim to create a place employee-owners are proud to be a part of.

About the Team

We're enthusiastic, compassionate, bright, collaborative, fast-paced, and engaged. We bring our authentic selves to work and receive the support needed to grow. We strive to live the core company values – Integrity, Energy, Collaboration, Innovation, and Service.

About the Job:

The Shop Supervisor is responsible for oversight of shop projects as well as employee production. This position is also responsible for project management, vendor communication and quality control.

Essential Functions:

Shop Supervisor Responsibilities:

- Project Planning and Oversight: Plan and oversee projects as they progress through the shop.
- Daily Shop Operations: Ensuring the shop starts efficiently each day to maintain a productive environment.
- Team Direction: Providing daily guidance to Shop team members on tasks that require completion.
- Project Progress Tracking: Keeping a record of project progress.
- Procurement: Purchasing items required for both projects and the overall shop.
- Vendor Communication: Following up with vendors for project-related items.
- Quality Control Oversight: The Project Manager is responsible for overseeing quality control processes.
- Other duties as required related to the essential functions of the position.

Wood Shop Team Member Responsibilities:

- Material Check and Communication: The Wood Team Member is responsible for reviewing prints and Bills of Material, checking stock for necessary materials, and bringing any material shortages to the attention of the Project Manager.
- Fabrication: Fabricate parts according to the latest drawings provided by the Project Manager.
- Part Number Verification: Verify the correct part number through the provided print.
- Versatile Shop Responsibilities: The team member is expected to contribute to various areas in the wood shop, including router operation, building, and assembling, edge banding and laminating, painting and powder coating, final assembly, and shipping.
- Project Progression: Actively contribute to progressing projects in production through to completion.

Job Requirements:

- High school diploma or equivalent.
- 3+ years Industry related experience.
- 1+ years' experience in a supervisor role
- Proficiency in using warehouse management software.
- Basic computer skills for data entry and communication.



About You:

Main Competencies:

- High level of integrity
- Problem-solving skills
- Oral and written communication
- Interpersonal skills
- Organization and planning
- Time management
- Attentive to detail and accuracy
- Professional, adaptable, collaborative
- Customer service orientation
- Self-motivation and initiative

Physical Requirements:

- The ability to hear and read while communicating both verbally and in writing.
- Must be able to stand for prolonged periods of time while loading and unloading supplies.
- Must be able to sit at a desk time while working on a computer.
- The ability to hear and read while communicating both verbally and in writing to communicate with customers and employee-owners.
- The ability to perform repeated movements of fingers, hands, wrists, hips, knees, and arms.
- Must be able to lift up to 50 pounds at times.

Benefits & Perks – Together We Own It!

- Employee Stock Ownership Plan (ESOP)
- 401k matching
- Bonus pay
- Paid time off
- Flexible schedule
- Health insurance
- Health savings account
- Vision insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Employee assistance program
- Professional development assistance

Inside Edge Commercial Interior Services, LLC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.