

JOB DESCRIPTION

Junior Production Manager



TITLE:	Junior Production Manager
TEAM/DEPARTMENT:	Operations
REPORTS TO:	Operations Director
RESPONSIBLE FOR:	Workshop Operatives

Purpose:

To organise and run the Production Workshop facilities in order to ensure Production orders are completed on time so that Sertus can fulfil its commitments to customers and invoice accordingly to maintain cash flow and revenue.

Key Activities & Responsibilities:

- Produce job cards for Production workforce so that each operative has clear daily / weekly tasks; allocate work tasks
- Monitor and manage workshop throughput to achieve order delivery schedules; alert customer services of delays or issues as required
- Plan and prioritise Production workshop throughput to maximise use of resources and meet order schedules
- Review production workshop operatives performance through regular reviews; manage under performance and develop capability as required
- Purchase and storage of Production workshop consumables
- Authorise the use of alternative consumables in Production ensuring standards and regulations are met
- Produce time and expense calculations using IT systems
- Ensure Health and Safety requirements and regulations are met
- Assemble products in workshop to high quality standards and test prior to despatch.

SAFER
SMARTER
FASTER

KPIs & Success Criteria

- Performance and utilisation of Production workshop operatives and resources; forward planning and quality of production
- Regular and accurate communication with Customer Services
- Health and safety compliance
- Timely completion of all production to meet despatch demands.

Personal Attributes:

- Experience in leading a team
- Qualification in manufacturing, assembly or prefabrication
- At least 3 years manufacturing or workshop experience
- Able to read and work from technical drawings
- Experience in health and safety responsibilities
- Familiar with using IT systems for job planning and stock control
- Forklift qualification / certification desirable
- Well organised, able to plan, prioritise and communicate tasks and schedules to others in advance of requirement
- Takes responsibility for the performance and actions of others
- Able to coach and train others to achieve high standards
- Self motivated, plans and prioritises own workload
- Calm under pressure, not easily stressed.

Thank you for your interest in Sertus, we're hoping that you'll be as keen as we are to meet up and discuss this exciting opportunity.



A stylized, handwritten signature in black ink that reads "Shane White".

Shane White
MANAGING DIRECTOR

SAFER
SMARTER
FASTER