

## **Workshop/Production Manager**

### **Key responsibilities:**

- To supervise the day-to-day running of the workshop from customer order, material supply, production, inspection and on-time delivery.
- First point of contact for workshop support/information.
- Identify and implement improvements in Efficiency, Productivity, Quality, Customer Satisfaction and investment opportunities.

### **Main Duties:**

- To plan, schedule and manage all workshop and external activities including: Material supply, tooling, programming, machine allocation and subcontract work to meet expected delivery dates.
- Manage the logistics of sub-contract activities.
- Manage planned and un-planned equipment maintenance.
- Apply 5S discipline across the workshop.
- Recommend and initiate process improvements, training and other initiatives, wherever possible.
- Work jointly with other departments to achieve company KPI's, improving the working environment and efficiency.

### **Experience/Qualifications**

- Proven team leadership within a Precision Engineering environment.
- IT literate (planning, scheduling, data modeling systems).
- Engineering apprenticeship. Ideally ONC/HNC

### **General**

We operate a standard 37-hour week (4.5) days

28 days holiday (inc: Bank Holidays) & Company pension scheme