

Job Description

Title: Production Manager

Purpose: Supervise the day to day operations in the production areas ensuring a professional customer experience

Line Management: Operations Director

Job Scope: Contribute to the creation and implementation of best practice production, planning, strategy, policies, processes and procedures to aid and improve operational performance.

Responsibilities:

1. Increased turnover growth of the business

- Manage Department Supervisors overseeing all Production staff
- Ensure all work instructions, processes and quality standards are met in line with Environmental and Quality ISO Management Systems
- Plans, manages and implements schedules in consultation with the Operations Director to ensure order deadlines are met
- Ensure orders are fulfilled accurately and made ready for despatch within timescales
- Effective and friendly liaison with internal and external customers
- Keep up to date on knowledge of products, technology and regulations

2. Improved net profit by operating efficiently

- Liaise daily with the department supervisors to drive the engagement, monitor and evaluate the effectiveness of employees and to ensure the smooth running of the departments and Sales staff where required
- Maintain a high level of efficiency and quality control
- Minimise waste
- Control costs within departments
- Implement process improvements and provide monthly reporting to the Management Team in line with Lean Manufacturing
- Responsible for accurate reporting of stock, escalate stock control issues
- Be proactive and assist in the constant improvement of production through problem-solving and effective communication and procedures

3. A knowledgeable, skilled and capable team

- Ensure Company Health & Safety Policy is adhered to at all times. Awareness of your own Health & Safety along with that of your colleagues with a responsibility to report any H&S issues that arise and ensure training is provided when required
- Effective teamworking
- Giving and receiving feedback to support continuous improvement within the department
- Ensure good timekeeping and attendance
- Yard staff training programme