

HART DOOR SYSTEMS LIMITED



JOB DESCRIPTION:

JOB TITLE:	Production Manager
PLACE OF WORK:	Production, Redburn Road, Westerhope
HOURS:	40 per week
Salary:	Monthly
REPORTS TO:	Managing Director
RESPONSIBLE FOR:	Delivery of quality production

ABOUT THIS ROLE:

We are looking for an experienced individual with an engineering background for the efficient management, control, and systemisation of production of our specialist industrial doors.

MAIN PURPOSE AND SCOPE OF THE ROLE:

The successful candidate will work with departments across the business, including metal fabrication, welding, PVC welding fabrication, electrical department assembling control panels and electrical systems, packing and delivery.

You will carry out a review of systems against best practice, increasing production output and meeting financial and quality targets.

DUTIES AND KEY RESPONSIBILITIES:

- Production planning all associated documentation, generation, issue & control.
- Material requirements planning, purchasing & stock control.
- Quality system ISO 9001:2015 supervision, control, implementation and maintenance of all aspects. Target zero defects.
- Time and bonus setting.
- Man-management.
- Layout, methodology & material handling.
- Lean manufacture implementation
- Health & safety.
- Budgets and cost control

SKILLS /TRAINING:

- A good level of general education and experience.
- The ability to achieve the required outcome and manage the process of delivering it.
- Experience in the management and leadership skills of:
 - Strategic and detailed planning and implementation
 - Information processing and analysis
 - Resourcing
 - Man management
 - Communications
 - Negotiation
 - Customer satisfaction and retention.
- An experienced engineering background, HNC or HND as a minimum.
- Jobbing shop, metal fabrication and process experience.
- Working knowledge of lean manufacture system.
- Ability and experience in management and development of systems.
- A willingness to take responsibility, accept a challenge and get things done.
- Be hands on throughout the process.
- Commit to constant improvement.
- Computer literate.

GENERAL RESPONSIBILITIES:

- Align company and employee core values.
- If you see something that is wrong do something about correcting it.
- Be responsible and get things done.
- Share information and work towards team building.
- Establish/understand your key performance indicators and maintain this measure so both you and the company know how your performance is measured.
- Be a good team member, demonstrating loyalty and commitment to the organisation and team members and always do your best.
- To be fully aware of and adhere to the relevant policies and procedures.
- This job description is intended as a guide to the duties and responsibilities of the post. It does not seek to define all the duties and is subject to amendment/alteration which will be made after full discussion with the post holder.

To apply please email your CV to **recruitment@hartdoors.com**