

HART DOOR SYSTEMS LIMITED



JOB DESCRIPTION:

JOB TITLE:	Team Leader
PLACE OF WORK:	Production, Redburn Road, Westerhope
HOURS:	39 per week
SALARIED OR HOURLY:	Hourly
PAY PERIOD:	Weekly
REPORTS TO:	Production Manager
RESPONSIBLE FOR:	Supervision of Production Employees

ABOUT THIS ROLE:

Do you have what it takes to get the best out of people? We are looking for a hands-on and proactive Team Leader to work on our busy shop floor.

MAIN PURPOSE AND SCOPE OF THE JOB:

The successful candidate will monitor individual work performance of shop floor staff, ensuring delivery of produce and quality, in line with company standard and core values.

DUTIES AND KEY RESPONSIBILITIES:

- Hands on shop floor in jobbing shop environment.
- Working with the team in planning of job inputs and outputs.
- Monitoring methods and workflow.
- Updating written and database systems.
- Monitoring stock levels/ purchasing.
- Motivational management maintaining HSE and safe and tidy work environment.
- Achieving planned delivery on time.
- Enabling engagement and training of operation with informal and formal toolbox talks.
- Maintaining, monitoring and reporting job target timings.
- Ensuring all documentation and standard operating procedures are maintained and complied with.
- Ensure the management, recruitment, disciplinary and timekeeping of staff.
- Ensure health and safety rules are followed and PPE is always used as appropriate.

SKILLS /TRAINING:

- Experience fabrication workshop including machining, drilling bending and welding.
- Use of PPE and health and safety awareness.
- Organisational ability.
- People management and leadership skills.
- Lean manufacture & Kanban.

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 organization 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**