

## JOB DESCRIPTION & PERSON SPECIFICATION



<b>Job Title:</b> Production Assistant Supervisor	<b>Location:</b> Hunmanby, UK
<b>Department:</b> Production	<b>Contract:</b> Permanent
<b>Reports To:</b> Production Shift Manager	<b>Direct Reports:</b> Shift Operators

### 1.0 Job Summary & Role

The main objective of this role is to increase productivity whilst maintaining a high standard of product quality, cost efficiencies and team member performance to and beyond accredited standards and Company targets/objectives.

This is to be achieved through a 'hand's on' approach with effective leadership and a culture of continuous improvement and lean manufacturing methodologies, whilst promoting an environment for team members to reach their full potential.

### 2.0 Key Responsibilities & Main Duties

- Maintain and improve the production machinery's efficiency and maximum running time.
- This is a managerial role with hands on duties when required.
- Train and develop team members to create a high-performance manufacturing team.
- Develop and implement training for appropriate employees on existing and new production machinery.
- Prepare and communicate project developments and progress to management and production teams.
- Liaise with product development team to ensure all our products are designed for efficient manufacturing.
- Implement and sustain Improvement initiatives.
- Introduce and manage new processes and procedures.
- Introduce and manage quality reporting.
- Report key performance indicators.
- Ensure regular maintenance programs are completed for all parts and machinery.
- Set and ensure operators and machinery are achieving set targets.
- Ensure the correct SOPs are used and adhered to for each production operation.
- Ensure the manufacturing process operates effectively, reducing costly inefficiencies to a minimum.
- Ensure the manufacturing equipment is in good working order for maximum product throughput, whilst achieving the highest levels of quality



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- Implement cost-saving initiatives that remove non-value-added steps from the process, consequently saving time and money without impacting the quality of the finished product.
- Complete relevant reports and data charts on production related process performance
- Ensure team members adhere to the Company's employment and health & safety policies.
- Ensure team members work to high safety standards.
- Ensure the Training Matrix is managed, and all operators are appropriately trained for the tasks they are doing.

### 3.0 Internal & External Relationships

Liaise with Quality Department, Health and Safety Responsible, Engineering, Management

### 4.0 Key Performance Indicators

- Ensure maximum machine availability.
- Effective close working and communication with management and production teams
- The continuous improvement of efficiency, quality, and utilisation
- Able to understand the product and machinery flow throughout all production processes.
- Lean manufacturing skills.

### 5.0 Essential/Desirable Factors

<b>Knowledge</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Working knowledge in electronic equipment covering both digital and analogue circuitry.</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• LEAN training</li> </ul>
<b>Skills &amp; Attributes</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Attention to detail.</li> <li>• Well organised</li> <li>• Excellent communication skills</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Ability to operate under own initiative as well as possessing strong team working skills.</li> <li>• Demonstrate a positive and enthusiastic attitude.</li> </ul>
<b>Experience</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Confident IT skills</li> <li>• Previous experience in electronics environment</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Manufacturing Environment</li> </ul>
<b>Qualifications</b>	
<b>Essential:</b>	<b>Desirable:</b>



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- Educated to NVQ level in Electrical/Electronic Engineering or relevant industry experience.

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Tudor Baltatu, Production Manager	22/06/2021



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