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## Production and Warehouse Manager

### Job Description

The role of the Production and Warehouse Manager is to ensure the smooth running of the site through the development of rigid processes and procedures. The Production and Warehouse Manager will have a hands on approach to both the management of the Company and the delivery of product.

The role is to oversee all processes on site, ensuring that all production is planned to achieve weekly financial targets, the warehouse receipts and loads products/materials as required, and to own and lead their section of the operational strategic plan.

### Key Objectives

- 📌 To plan, co-ordinate and control both the manufacturing schedule and all processes, ensuring that all the product produced is done so efficiently and to the correct amount.
- 📌 To monitor the production schedule and re-prioritise works as required.
- 📌 To be aligned with the engineering and quality department, to ensure all products are being manufactured to the highest standard.
- 📌 Oversee all production processes, maintaining an accurate production schedule and ensuring staff deliver expected outputs as per their workcentre(s)
- 📌 To work with the Engineering team, ensuring maintenance is carried out on machine as per implemented schedules.
- 📌 To contribute to the Operational strategic plan, owning their section of the plan, and engaging all staff to deliver the plan.
- 📌 Ensuring that the Companies Health and Safety guidelines are followed at all times, and that risk assessments are implemented.
- 📌 Supervising and motivating a team of workers, driving a culture of excellence and engaging staff to drive positive change.
- 📌 Identifying staff training needs and supply appropriate training to increase their abilities, as well as ensuring the department is adequately skilled to cover planned/unplanned leave.
- 📌 To manage both inward and outward stock movement whilst maintaining accuracy and integrity of the store/s inventory records under your direction including all associated documentation and recording keeping for accounting purposes.
- 📌 To ensure returns are processed and the department recovers as much value as possible, minimising the value which is disposed of.
- 📌 To reduce the amount of physical waste from production, finding solutions to turn the waste into usable components.

### Person Specification:

- 📌 Attention to detail
- 📌 Strong planning skills
- 📌 Good understanding of Microsoft Excel
- 📌 Self-motivated, energetic and always sees a challenge as opposed to a problem
- 📌 Strong communication skills, understanding the importance of being aligned with other departments

Job Types: Full-time, Permanent

Salary: £35,000.00 /year

End date: 25<sup>th</sup> January 2019