

## **Production Co-ordinator,**

circa £30,000 to £40,000 per annum, dependent upon experience

The Production Co-ordinator will work closely with the Managing Director and the Operations Manager to support the planning and organisation of multiple design and manufacturing activities and projects, running simultaneously. Coordinating production schedules and workflows between departments. The Production Co-ordinator will liaise with department supervisors to ensure design and manufacturing issues are resolved and projects are designed, manufactured and produced in a cost-effective way that meets quality specifications and are ready for installation in a timely fashion.

### **Responsibilities**

- Drive on time delivery through daily interaction with colleagues to ensure a smooth communication flow and identifying alternatives such as overtime, outsourcing, liaising with the buyer for alternative solutions.
- Oversee production planning and management activities within the organisation.
- Develop production plan and timelines according to production specifications.
- Monitor production status and ensure timely delivery.
- Identify delays and accordingly adjust schedules to meet deadlines and ensure full communication.
- Assist in production risk assessment and mitigation activities.
- Provide the scheduling data and reports required to manage sales, accounts, production, materials, supply chain & service departments work flow.
- Produce weekly planning bulletins to key staff indicating current lead times, key dates, and capacities.
- Analyse & optimise the production schedule, and capacity requirements for best efficiency.
- Plan capacity for rework, or unexpected workload to preserve the schedule of sensitive dates.
- Plan expedited works such as critical spares on similar basis.
- Provide individual machine build project plans for customers on demand.
- Maintain accurate records for post analysis of costs.
- Works with department heads to scope out meaningful project estimates, task lists, and times.
- Analyse rework, and project estimates, looking for repeat or common issues.
- Maintain working schedules for all mission critical employees, machining centres and processes.

### **About you**

You must have outstanding organisational and time management skills, with excellent attention to detail. Have a good knowledge of manufacturing processes and supply chain and distribution management.

You must be customer service orientated with excellent interpersonal skills and be solutions focussed. Have excellent negotiation skills with a strong respect for others. The ability to successfully communicate and build relationships at all levels is key. Having the ability to

work equally well on your own initiative or with general supervision. Good IT skills and the ability to extract, interpret and analyse data is a must. Working knowledge of Microsoft Project & Advanced Excel is essential to the role.