

VACANCY

POSITION INFORMATION SHEET (Non-Collective)

Position Title	Production Controller
Title of Supervisor	Department Manager
Title of next level Supervisor	Site Manager
Location	President Way Works
Hours of work	37.5 hours per week

Job Summary

The role of production coordinator is to be part of a diverse team that provides planning, production control and supply chain processes and functions for SMP. To plan and schedule key areas of the business working with operations management to achieve world class levels of on time delivery performance, standard lead time adherence, inventory control and sub tier material supplier management.

Primary Duties and Responsibilities

- Quoting accurate lead times and effective planning of new orders in line with finite capacity models, product flows paths and business plan volumes. Plan and prioritise operations to ensure maximum performance and minimum delay.
- Utilize in process buffers, safety stock and finished goods inventory to ensure a pull system can be effectively operated and smooth reliable product flow maintained.
- Generation of department production schedules and supporting documents (work to lists, billet maps, packing lists, export request, subcontractor notes etc) are generated and issued inline with system planned dates and if required an appropriate arrears burn off profile exits.
- Liaise with operations to ensure the accuracy and compliance of transactions is maintained.
- Utilise an Material review planning methodology to order and manage external inputs in line with business plan / master production schedule.
- Operate a pull system to ensure key milestone in the process are achieved on time to meet both internal and external customer demands to maximise plant utilisation and attain OTD.
- Coordinate all transportation requirements inclusive of internal and external movements to ensure allocated booking slots are achieved to meet acknowledged requirements including export notifications.
- Manage customer reschedules through MPS. Issue customer status reports as required.
- Monitor schedule adherence against plan and escalate any anomalies including excessive delays against key milestones within the process route to be monitored through the P,P&C (production, planning and control) process.
- Management of integral subcontractors via a balanced scorecard methodology to be fed into the P,P&C process
- Working with the functional lead give input to the Generation of the annual Rough-cut Capacity Planning process and the Sales & operating planning process
- Collate operational performance data against planned output
- Provide area updates to populate the departmental KPI (Key Performance Indicator) via the DMB (Daily Management Board) process
- Actively partake in problem solving and improvement events in line with RIS (Relentless Innovation System)

Skills, Experience & Qualification

Minimum Requirements:

- GCSE Grades A-C in Maths, English and a Science subject
- Operational understanding of manufacturing facilities. (ideally metals)
- Proficient use of all Microsoft packages

Desirable Requirements:

- Experience in planning.
- Ability to discuss and listen openly and honestly with fellow colleagues to ensure smooth running of site
- To be flexible to production needs and ability to multitask
- Good knowledge sharing and learning attitude
- Ability to train others and knowledge share within the teams and departments and recognise when others need help / guidance.