



Job Profile

Job Title:	Operations Support Team Member
Department/Location:	Operations
Reports to:	Operations Director
Staff Responsibilities:	
Hours of work:	37.5 hrs per week – Mon to Fri
<p>Summary of Position: <u>Main Focus</u> – Support for in-house manufacture and refurbishment of wet blast machine technology. Strong focus on part/customer service quality and on-time delivery. Provide administration support to the Operations Director and progress chase support for the Manufacturing Supervisor and Project Leaders</p> <p><u>Primary Focus</u> – Q.A of the part Kits for production builds and works orders. Ensure all parts are within the manufacturing cell, identified and easily accessible by the build engineers. The primary role objective is to keep the build engineers conducting value added activity and not waste time waiting & searching for parts. Support the Project Leaders for the planning and build stages of each project. Work closely with our Company based in Barnwell, assisting with supplies progressing, production scheduling and H&S.</p>	

Primary Responsibilities

1	Provide a high level of support to the manufacturing teams at Bridgwater and Banwell. Progress chase all internal and external suppliers for manufacturing activity (i.e. stores, design and purchasing teams to ensure parts specified are kitted correctly to meet the required specification and are in their designated location on-time.
2	Daily audits of manufacturing area based part Kanban's bins to ensure fastner's and standard parts are available at the point of manufacture. Liaise with the stores team to ensure Kanban bin replenishment is conducted to avoid shortages and cell stoppages.
3	Collection of manufacturing data and create KPI scorecard for manufacturing area performance.
4	Working within a team apply problem solving skills to help to resolve issued raised by the manufacturing build teams around part availability, supplier delays, specification errors etc.
5	When required travel in a company designated vehicle to pick up a parts that are urgently required for a production build.
6	Champion the 5S approach across the manufacturing/operations areas
7	Daily support to the manufacturing supervisor to progress chase, look at resource issues and network across the complete business to resolve manufacturing based issues.
8	Deputise for the manufacturing supervisor at resource planning meetings when required.
9	Undertake a project to set up systems for dealing with manufacturing waste as part of the 5S champion requirement.
10	Working closely with the Stores Team Leader for paperwork requirements of machines for Export.
11	Administration/control of manufacturing based OFI's working with the appropriate stakeholders to determine root cause and corrective actions for OFI closure and continuous improvement.

12	Administration support to the Operations Director as and when required.
13	Champion accurate transfer of Machine BOM's to purchasing for right first time supply
14	Be an active member of the Operations team and participate in the bi-weekly operations team meeting
15	As a member of a small company, staff flexibility and the need to carry out jobs outside this fixed job description are paramount.
16	Adhere to procedures relating to the process safety, proper use and care of equipment and materials
17	Adhere to stated policies and procedures relating to health and safety, and quality management.
18	Identify and report H&S issues to your H&S Manager.
19	Undertake Ad-Hoc projects as directed by the Operations Manager

Note: This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

Personal Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> - GCSE or equivalent in English and Math's - Working Knowledge of Microsoft Office packages, including Word and Excel - SAGE or other MRP software user 	<ul style="list-style-type: none"> - Relevant qualification in this field - Working knowledge of Microsoft Project - Working know of Manufacturing scheduling software
Experience	<ul style="list-style-type: none"> - Minimum of 2 years' experience in working within a manufacturing based environment in a lineside support and administration role. - Ability to read technical drawings - Be a good team player, able to establish and develop relationships - Must be adaptable to assist in all areas with a flexible approach - Can work under pressure, multitask, work to deadlines and have a high level of attention to detail - Work using own initiative. 	<ul style="list-style-type: none"> - Knowledge and application of KANBAN. - Kitting for manufacturing cells - Packaging requirements for export. - Quality process such as PPAP and 8D. - Collecting data and converting it for KPI reporting - Understanding of waste management - Understanding of 5S - Ability to use measurement equipment for Quality Checks
Qualities and Attitude	<ul style="list-style-type: none"> - Solves Problems, - Relationship building - Communication - Trustworthiness 	

Competencies

<ul style="list-style-type: none"> - Good organisational skills - To enjoy practical and manual work - Ability to work as part of a team 	<ul style="list-style-type: none"> - the ability to keep detailed and accurate records - A good eye for detail - Excellent organisations skills

Prepared by

Name:	Mick Teague	Date:	18/05/2022	
Title and/or Department:	Operations Director			