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## Production Supervisor (x 3 positions)

22 March 2017

Location: Whistle Stop Plastics- Lancing, Ferryfield Mouldings -Newhaven, Brightwell Dispensers-Newhaven

Bright-Tech Investments Ltd is a privately-owned corporation specialising in quality-focused investment, supporting innovative companies across a broad range of industries. The core values demonstrated and adhered to throughout the whole group include innovative design, manufacturing excellence, industry expertise, thorough quality control, continuous personal development, shared market knowledge, and extensive customer understanding and service.

### Job Description:

To assist the Production Manager in the day-to-day management and operation of this production facility and ensuring the safety of our staff at all times. Leading by example, you will be able to motivate a team of people and set them clear objectives and responsibilities.

You will also be required to train, develop and mentor all production employees, and ensure they produce products in accordance with all relevant Quality and H&S procedures. This will include in ensuring this facility complies with all Health & Safety, Human Resource, Quality and Environmental policies and procedures, and appropriate regulations and standards are being adhered to.

### Job Responsibilities:

- In conjunction with the planner, ensure you have sufficient staff to produce up and coming orders, including the flow of raw materials; establishing priorities, monitoring progress, revising schedules and resolving problems as and when they arise.
- Induct new employees and temporary staff in line with company policy
- Maintain staff by recruiting, selecting and training employees; developing personal growth opportunities.
- Monitor temporary staff levels are in line with production demand
- To work closely with other shift supervisors to ensure production handovers are effective communication tools.
- Ensure key production performance targets (KPI's) are being met and assist in collating relevant data into various production spreadsheets
- Implement your ISOH training and ensure H&S good practice across the facility, including the safe use of equipment and the correct PPE equipment has been issued and is being used
- Maintain safe and clean working environments for all staff, using the 6s approach and by educating and directing personnel on the use of all control points
- Produce & collate risk assessments, safe systems of work and work instructions by working with and liaising with employees in small teams in compliance with company policy.
- To manage, develop, appraise and motivate employees' performance and ensure good communication is given verbally and/or written to members of staff.
- To be the main point of contact when Production Manager is off site and being able to make appropriate decisions while following the Company reporting structure.
- Monitor and maintain Company absence control procedures to ensure maximum attendance levels and proactively managing the welfare of staff.
- Deal with initial personnel issues on shift in line with Company policy.
- Provide supervisory cover across all shift patterns, as and when required.
- Monitor and manage stock levels of raw material and consumables
- Maintain and report machine utilization, working with the production planner to achieve and maintaining key KPI targets
- Carry out contractor safety inductions and issue permits to works, ensuring RAMS are in place before works commence.
- To play a part in the companies continuous improvement plan to achieve plans for future growth of the Company.

Sum-up of essential and desirable criteria:

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Good grades in English &amp; Maths at GCSE or equivalent level</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory Management NVQ Level 3 or equivalent</li> </ul>
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of manufacturing processes or experience working in a manufacturing environment</li> <li>• Experience of managing people</li> <li>• Quality Focus / Procedures / Systems knowledge</li> <li>• Good knowledge and understanding of Health &amp; Safety Legislation</li> <li>• IOSH Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of customer expectations and deliverables with an awareness of the impact of failure/cost of poor quality</li> <li>• A clear understanding of Lean Manufacturing Principles</li> </ul>
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Proficient with Microsoft Word, Excel, PowerPoint and Outlook</li> <li>• The ability to lead activities for staff development</li> <li>• Good time management &amp; organisational skills</li> </ul>	□
<b>Personal competencies</b>	<ul style="list-style-type: none"> <li>• Confident &amp; Assertive</li> <li>• Excellent Communication skills</li> <li>• Proactive, hands on approach</li> <li>• Drive for results</li> <li>• High level of Integrity</li> <li>• Self-motivated and able to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptable to change and varying situations</li> </ul>

**Notes:** 40 Hours/ Week on a rotating shift.

**Interested?** If you are interested in the above position, please send your CV with a covering letter indicating your salary expectations to [HR@btigroup.co.uk](mailto:HR@btigroup.co.uk)

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