

## JOB DESCRIPTION

<b>JOB TITLE:</b> Production Controller	<b>DEPARTMENT:</b> Woodside
<b>REPORTS TO:</b> Site Manager	<b>LOCATION:</b> Woodside
<b>JOB PURPOSE:</b> To be the customers main point of contact and to ensure Customers orders are delivered on time and to cost	
<b>KEY ACCOUNTABILITIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Responsible for internal production planning and material scheduling activity of Customer order books</li> <li>• Control of all materials and components from suppliers, through production and subcontractors to customer delivery</li> <li>• Management of daily / weekly production schedules in line with manufacturing capacities and customer demand</li> <li>• Plan material supply in line with production requirements, raise all associated paperwork, production orders</li> <li>• Improve planning and production control processes in line with lean manufacturing techniques</li> <li>• Work closely with cell leaders and production teams to monitor the production process</li> <li>• Participate in daily meetings</li> <li>• Gather customers' orders and prepare detailed production reports that serve as guides in manufacturing or assembling the product</li> <li>• Compile progress reports on work, cost inventory levels and production problems</li> <li>• Liaise and build relationships with internal departments, customers and suppliers on all issues relating to supply and demand and participate in Continuous improvement and new product introduction projects</li> <li>• Customer liaison, reporting and key initial focal point</li> <li>• Achieving sales targets and OTD</li> <li>• Perform any other duties within your capabilities as directed by the Company</li> </ul>	
<b>Required Skills and Experience:</b> <ul style="list-style-type: none"> <li>• HNC in a Manufacturing / Engineering discipline is preferred</li> <li>• Previous Production Control or Supervisory experience within a manufacturing environment is desirable</li> <li>• The ability to develop internal processes within the materials function is an essential requirement for this challenging role</li> <li>• Demonstrable experience of planning and controlling stock levels</li> <li>• Experience of managing subcontractors</li> <li>• The ability to communicate and influence at all levels</li> <li>• An excellent working knowledge of MS Excel</li> </ul>	