

VACANCY

Production Supervisor

Established for over 50 years HV Wooding Limited is a highly successful manufacturing business providing a sub-contract component and assembly service to Industry. Our core competencies are Presswork, Busbar manufacture, CNC Wire Erosion and CNC Machining. Working with industry leaders in the electrification of motor vehicles and battery storage.

Owing to continued growth and expansion we currently have a position for an experienced Shop Floor Supervisor. As the Supervisor you are expected to oversee and coordinate the day-to-day operation of a number of work centres within their respective Production Areas, ensuring that the efficient manufacture of fully compliant products are produced on time and in full to both internal and external customers. It is critical that the job holder leads by example and conveys the importance of meeting >98% OTIF and the importance of achieving 'Right First Time'

This role requires someone who enjoys working with people and is self-motivated with a friendly and flexible approach. Previous experience of working in a manufacturing environment with the ability to read engineering drawings and the use of typical measuring equipment is essential.

In return we offer you the opportunity to develop a good career within our company with competitive rates of pay, death in service benefit after 12 months, company contributory pension scheme and free parking. We are a highly focused family run business with a friendly, supportive, and approachable management team. Where appropriate a relocation package will be considered.

Please see a full job description below.

If you would like to apply please send your CV to jgrimes@hvwooding.co.uk.

JOB DESCRIPTION

Production Supervisor

Company Expectations

The Production Department is focused on the scheduling, efficient manufacture and on time delivery of products to meet both Internal and External customer needs. The Department is consistently striving to work to best practice and lean manufacturing methodologies.

Job Purpose

The Production Supervisor is expected to oversee and coordinate the day-to-day operation of a number of work centres within their respective Production Areas, ensuring that the efficient manufacture of fully compliant products are produced on time and in full to both internal and external customers.

It is critical that the job holder leads by example and conveys the importance of meeting >98% OTIF and the importance of achieving 'Right First Time' that will drive down the true 'Cost of Quality' across the business.

Staff development and involvement is fully encouraged to create a skilled, flexible, and motivated workforce.

Job Competencies, Key Skills and Experience

- Must have excellent IT skills
- Good understanding of E8 (EFACS) and all its components
- Be numerical
- Attention to detail
- Good organisational skills
- Ability to prioritise
- Good communication and leadership skills
- Problem solving ability
- Understanding of the 8D process
- A flexible approach
- Good analytical thinking skills
- Thoroughness
- Concern for standards and quality
- Concern for impact
- Result Orientated
- Customer Focused
- Ability to manage change and work effectively under pressure

Production Supervisor

Key accountabilities

- Oversee and co-ordinate the day-to-day operation of several work areas run by your Team Leaders. Ensure that targets are being met if they are not put measures into place to rectify.
 - Demonstrate good organisational skills which are required for you to effectively manage the workload for the Team Leaders under your control
 - Ensure that necessary decisions are made to achieve the required results for each respective production area within agreed timescales, policies, and procedures
 - Have the ability to resolve work issues and be quick to respond to any issues that may arise
 - Participate in 8D investigations as and when required
 - Fully support the Team Leaders under your control
 - Put measures in place to ensure that the Team Leaders under your control achieve set KPI's
 - Undertake annual appraisals with your staff
 - Participate in Disciplinarys as required
 - Have 1 to 1's, they must be ongoing and on a regular basis , this will help to build good working relationships with you staff and allow you to identify any potential issues
 - Ensure that all activities across Manufacturing are carried out to meet strict HSE standards and quality system requirements. All incidents to be promptly reported to the Production Manager
 - Proactively develop a 'Right First Time' attitude into the culture and ensure root cause and preventative actions are identified and implemented
 - Is responsible for the quality and control of work in his / her section
 - Ensure that both internal and external customer requirements are met on time and in full
 - Advocate and encourage Near Miss reporting and the submission of CI cards
 - Manage, set direction, and time bound objectives to the supporting Team Leaders within Manufacturing and review on a quarterly basis.
 - Develop and meet training plans to upskill and strengthen you team.
 - Ensure the effective utilisation of equipment and manpower to meet the required quality standards and production lead times
 - To control and meet Key Performance Indicators (KPI's) for all production processes. Proactively action with the production teams to rectify unacceptable performance
 - Ensure that all staff are developed and trained to carry out their duties within the Manufacturing Department.
 - Utilise 'buffer' data to drive manufacturing priorities and optimise throughput
 - Attend and lead daily Tier meetings and ensure that clear next steps are captured and reviewed
 - Ensure that high standards of housekeeping and hygiene requirements are embedded into the culture and that the site is always fit for visitors
- Carry out other duties as required by your manager