

WOODMACHINIST & PRE PRODUCTION OPERATIVE

ROGER LEWIS

WILTSHIRE

JOB DESCRIPTION

The Woodmachinist & Pre-Production Operative will be primarily responsible in working alongside the Production Planner, Procurement Co-ordinator and our Manufacturing Team Leaders, to co-ordinate work within the factory, in order to ensure attainment to plan. They will assist and learn all aspects of the Roger Lewis Supply chain including Product Development whilst also providing cover for Team Leaders.

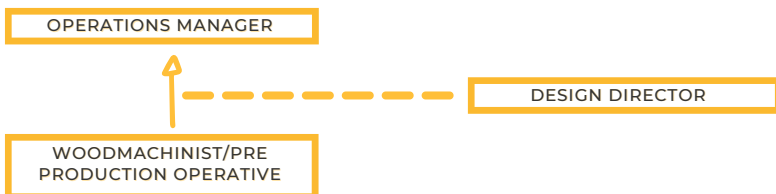
Responsible for all warehouse, WIP and pre-production activity whilst leading the drive to build frames for product development along with the in-house manufacture of Frames.

KEY RESPONSIBILITIES

- Reviews production schedules and related information and confers with department Team Leaders to determine material requirements and track material
- Requisitions material and establishes sequential delivery dates to each manufacturing department, according to work-to-list priorities and material availability
- Quality control: examines material received at goods inwards and delivered to production departments to verify conformance and specification
- To take responsibility for the control of failed quality components (containment)
- Compiles and contains manual or computerised records, such as material inventory and status location of materials
- Responsibility for management and control of Kanban activity within production area by working with, and monitoring supplier activity
- Responsibility for supplier reconciliation and subsequent stock adjustment
- Responsible for the amount of value held in process with a target of zero for shift end
- Liaise with the purchasing and planning functions to ensure material meets demand
- Control of material usage from BOM accuracy to actual build, looking at usage per unit
- Assist with the development of Mock Up's and development furniture builds
- Assist with the development and build of Jig's, Fixtures and Fittings along with assisting the Operations Manager developing production processes
- Assist Team Leaders to create and maintain SOP's and visual management boards
- Provide timely concise reports to the Operations Manager
- Support with holiday covers for Team Leaders
- Assisting the Design Director, Operations Manager and product development department attending site to review quality issues regards all products
- Support Product Development with the build of prototype frames
- Developing the process and implementation of 'in-house' frame production
- Coordinates and expedites flow of material in relationship to build schedules
- Arrange in plant transfer of materials to meet production schedules
- Clear and active motivational communication
- Full understanding off company quality systems, managing any quality issues establishing root cause and measures to prevent re-occurrence
- Assisting with the creation and maintaining of KPI's
- Administrating personnel records, including leave, training and return to work interviews, personal development records, general production
- Ensuring full compliance with Health & Safety and taking appropriate action if necessary

LINE MANAGER

- -Reports directly into Operations Manager
- -Direct responsibility for Warehouse, Pre-Production Team & 'In house Frame building'



THE CANDIDATE

- 2+ years experience of working as a Production Manager or equivalent position
- 2+ years experience of Warehousing/Stock Control
- 1+ years experience of maintaining KPI's and office administration
- Strong & effective motivational leader with proven ability to build and develop a team
- Demonstrable history of ability to work within a fast-paced role, multi-tasking & prioritising
- Ability to develop strong internal relationships
- Strong IT skills including intermediate level Excel
- Strong numeric skills including good attention to detail and data interpretation
- Ability to handle matters with sensitivity, diplomacy and integrity
- Experience of having worked within an upholstery/manufacturing-based business

KPI'S

- Stock accuracy, Value and Locations
- Overall responsibility for the material activity from stores to WIP
- Picking attainment
- Positively contributes towards internal OTIF and Operational OTIF (on time in full)
- Daily attainment to plan, Perpetual Inventory, Picking and Material Movement
- Minimise waste, reduce stock holding Value
- Reduce the number of quality customer complaints
- Measure Supplier performance
- Quality assurance and inspection
- Maintains accurate up to date records on company performance (KPI's)
- Management of all aspects of Transport

JOB INFORMATION

HOURS OF WORK
40 hours per week (08:00-17:00)

WORK ENVIRONMENT
Workshop/Office

SALARY
Dependent upon previous experience

BONUS & BENEFITS
Standard company benefits and bonus structure TBC in line with commercial deliverables. Forward thinking employer

Our mission..

Design & make beautiful contemporary furniture through innovation, pride & passion. Inspire & enable all who connect with Roger Lewis to thrive & enjoy their own journey.

Our vision..

To create distinctive, customisable and sustainable designs that people seek out & revere for life.