

Assistant Production Manager

Main duties

- Prepare and plan the daily requirements for production of products, with the assistance of the Production Manager.
- Supervise and guide operatives to the standard necessary to complete these tasks.
- Maintain the shop floor, products and records to the standards agreed.
- Operate production machinery and equipment to manufacture bespoke corrugated products
- Follow strict standard operating procedures and safety guidelines to ensure efficient and safe production processes
- Adhere to accreditation quality, hygiene and safety policies
- Ensure quality checks during manufacture and on finished products are carried out to ensure they meet specifications
- Troubleshoot equipment issues and perform basic maintenance tasks as needed
- Assemble components as required
- Carry out scheduled competency training on operatives.
- Operate machinery, hand tools and power tools to complete assigned tasks
- Maintain a clean and organised work area
- Manage the department when the Production Manager is on leave.

Responsibilities:

- Deliver clear instructions/expectations on daily workload in a daily shop floor meeting.
- Monitor production emails throughout the course of each day and action promptly and appropriately.
- Ensure all daily work scheduled is completed in a timely manner and as per job sheets.
- Advise management of any potential problems; also advise the sales team if any problems have the potential to adversely affect the quality or delivery of the product. In addition, assist in prompt rectification.
- Ensure full understanding of all procedures and associated machines.
- Lead and motivate staff to create a dynamic team, ensuring they are kept up to date with business objectives and matters of health and safety by supporting the Production Manager with regular meetings.
- Maintain the shop floor in a clean and tidy condition. Ensure close liaison with the Production Manager so that the required standards are maintained and ensure that provision is made during production to 'clean as you go'.
- Report all machinery issues promptly with regards to maintenance and ensure rapid reaction and rectification of any breakdowns.
- Ensure compliance with Health and Safety requirements and BRCGS, FSC standards.
- Any other duties commensurate with the grade and level of responsibility of this post.

Full-time, Permanent £27k-35k dependent on experience.

Must possess a full driving licence and have the ability to commute to Letchworth Garden City.

We operate an 8 hour day between 6am-6pm Monday - Friday dependant on the production schedule with prior notice from your Line Manager. (Typical hours are M-F 08:00-17:00, Thursday 07:00- 16:00).

Benefits: Pension (nest), holiday 23 days plus BH.