



JOB DESCRIPTION

Job Title	Operations Manager
Department	Operations
Reports to	CEO
Place of work	Ingrow Bridge Works, Keighley

Job Purpose:

Oversee all the aspects of manufacturing in the Assembly, Dispatch and Stores areas. Working with engineering, supply, and sales teams, establish, manage and lead your manufacturing areas to ensure delivery and productivity targets are met.

The role

- Overseeing manufacturing and production processes within Assembly, Dispatch & Stores
- Creating and execute daily, weekly, monthly and annual production schedules
- Procuring factory production equipment and taking responsibility for its maintenance
- Attend daily management meetings and report on KPI's
- Striving to reduce expenses and increase productivity across all product lines
- Implementing all the company's procedures and policies
- Communicating any problems or obstacles to senior management
- Monitoring productivity rates, standards and quality control
- Training and coaching Factory Operators
- Champion 5S principles, maintaining a safe and efficient work environment
- To project a positive image of the company to new and existing employees.

The Person

- Manufacturing experience is essential
- Excellent understanding of lean manufacturing
- Proven experience in a people management role
- Strong leadership and coaching skills in order to engage motivate and develop large teams with varying skill sets.
- Proficient in Microsoft Excel to support work-in-progress and production schedules
- Excellent verbal and written communication skills
- Knowledge of material requirements planning (MRP) systems
- Ability to operate all manufacturing or production line equipment

This job description details the key elements of the role and is not an exhaustive list of all duties. Job roles evolve over time and job holders may be required to complete additional tasks in line with business needs.