



JOB DESCRIPTION

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| Job Title | Operations Supervisor |
| Department | Operations |
| Reports to | Tim Munyeza – Operations Manager |
| Place of work | Ingrow Bridge Works, Keighley |

Job Purpose:

We are looking for an Operations Supervisor to assist within our shopfloor operation. This is a permanent role with an initial 12 Week Probationary Period.

This role requires a strong technical background in assembly operations as well as the ability to provide training and guidance, ensuring the safety and efficiency of production processes. Previous experience in basic Electronics and Mechanical Assembly operations is advantageous.

Hours: Monday – Thursday 37 hours per week (9.25 hours per day)

Salary depending on experience.

Role & Responsibilities:

1. Take ownership and lead the resolution of technical and production problems.
2. Support and contribute to the introduction of new products, processes and procedures. Take the lead in driving good 5S standards across the shopfloor
3. Communicate and manage work schedules within manufacturing and assembly teams ensuring on time and in full delivery of all orders.
4. Update visual management boards and other data-gathering systems to the required schedule.
5. Carry out Supervisor Daily Quality Line Audits and test products to agreed schedule.
6. Monitor and enter scrap figures. Analyse data gathered and implement improvement actions to reduce waste.
7. Schedule work activities, including booking out completed work in line with customer delivery requirements
8. Plan and deliver training within the team, to ensure as much cross-training as possible.
9. Maintain accuracy and update departmental Training Matrix and associated Training Records. Review on a monthly basis, as a minimum.
10. Appraise the performance of team members, identifying areas for improvement.
11. Provide effective feedback on work performance to the team and individuals.
12. Complete departmental Timesheets, recording all absences and holidays. Carry out Return To Work Interviews in line with company Absence Policy.
13. Assist the team to meet the requirements of Health and Safety.
14. Lead the identification of training and development actions to be undertaken by team members.
15. Maintain and develop own levels of competence.
16. Contribute to the company's succession planning and selection of personnel
17. Contribute to the implementation of disciplinary and grievance procedure
18. Deputising for the Operations Manager as required including locking/opening site
19. Adhere to company policy and operate in line with your Contract of Employment and the Company Handbook at all times.

Experience/Skills:

- At least 3 years experience in a Team Leader/Supervisory role leading teams of 10 or more people.
- A good level of Technical background that enables understanding of our products and processes. Ability to read technical drawings and specifications is crucial in this role.
- Good organisational and planning skills, with a focus on meeting production targets.
- Ability to identify improvement opportunities and implement effective actions to improve performance across the operation
- General I.T. Literacy, competent with Microsoft Applications and MRP systems
- A good understanding of HR, HSE, Engineering and Quality procedures
- Familiarity with Root Cause Analysis, 5S, Lean Manufacturing and Continuous Improvement
- Flexible approach with a can-do attitude as this role will entail assisting across the entire shopfloor department as dictated by the needs of the business.
- Excellent time and attendance.
- Ability to multitask, prioritise, and manage time effectively
- A good team leader, able to communicate, motivate and work with team members to deliver the department's full potential
- Flexibility and a willingness to learn various tasks within the Department.
- Appropriate training will be provided to the successful candidate.

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.