

JOB TITLE: Production Team Leader

Reports to: Production Manager

Location: Slinfold, Horsham, West Sussex

Hours: Monday to Friday, a total of 40 hours, with a one-hour unpaid lunch break

The Company:

Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems. Here at Cordek Limited, we are looking for an individual to join our operations team who shares our Company values, Honesty, Communication and Respect.

Job Summary:

You will ensure that the Companies production schedules are delivered on time and provide excellent customer service through the prompt production and delivery of products to our customers. You will lead and train a team of people to continuously achieve improvements in quality and Leadtime.

Key responsibilities:

- To build products to the correct specification and quality on time
- Co-ordinate with Planning, Purchasing, Customer Service, and Transport on a continuous basis to link all resources together in the correct delivery of the production plan.
- Anticipate/identify problems occurring within your area and resolve these in an appropriate manner
- Constantly adjust production capacity to demand ensuring lead times are kept low whilst balancing the needs for extra labour or overtime are not excessive and unwarranted.
- To manage your team professionally and proactively to ensure they are aware of all procedures, processes and daily plans and free to seek assistance as required in a co-operative manner.
- To keep all work areas tidy, and free from debris, organised and free from danger, ensuring that all staff always comply with the health and safety and environmental regulations.
- Provide development opportunities to all staff to ensure they are trained and competent to carry out their assigned tasks, whilst maximising their overall job satisfaction and capability.
- To ensure you and your staff always act professionally and proactively
- Manage your team's timekeeping, absence, discipline and holiday allocation.

Personal specification:

- Ability to manage people, develop staff and create a highly capable team
- An ability to work under pressure and to prioritise work to meet deadlines
- Good level of numeracy and literacy is required for this role
- Good communication skills
- Honest and respectful

Qualifications and experience:

- Knowledge of Microsoft Excel, Word, and Outlook and ERP production software
- Knowledge of health and safety regulations would be beneficial
- Full UK Driving licence

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday