

## VACANCY NOTICE

**JOB TITLE** MANUFACTURING COORDINATOR

**HOURS OF WORK:** Rotating AM/PM/Nights

**SITE:** Sertec Aluminium Structures, Tyseley

**REPORTING TO:** Senior Coordinator

### MAIN PURPOSE OF THE POSITION:

To implement the Manufacturing objectives of Sertec Birmingham under the direction and guidance of the Operations Manager. To control, coordinate and direct all Manufacturing operations through the Production Team. To ensure that the laid down production plan meets the requirements of the Customer for Quality, Quantity, Cost and Delivery.

- To co-ordinate the efforts of sub-ordinates in order to ensure that the production plan is achieved within the laid down Quality, Delivery and Cost standards.
- Through the Manufacturing team co-ordinate, organise and plan the workload of the factory in order to minimise production problems, bottlenecks or down time. Thus fulfilling the production plan and meeting target dates.
- To ensure that adequate resource of plant, equipment, tooling and people are available in order to fulfill the production plan.
- To lead your people, driving recruitment & selection, Onboarding and training, PDR, and people management requirements.
- To ensure that the Company's Quality Assurance procedures are maintained at the highest standard and that any customer quality approvals are complied with.
- To control and direct the activities of the manufacturing department.

### KEY REQUIREMENTS:

- Will have previous coordination experience within a manufacturing, production or similar environment.
- Organisation and communication skills.
- You will be IT literate, including the use of Excel.
- You will need competent numerical and analytical skills

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request.

Please note, if invited for an interview, please, out of courtesy, make your current line manager aware"

**This should be sent to: [Rachel.Starkey@sertec.co.uk](mailto:Rachel.Starkey@sertec.co.uk)**

### CLOSING DATE FOR APPLICATIONS:

22/04/2022