



VACANCY NOTICE

"We aim to recruit for attitude & train for skill in line with our Sertec People Philosophy and accelerator behaviours."

Job Title:	Production Coordinator
Job Family:	Production
Sertec Site:	SHS
Hours:	Night Shift
Reporting To:	Senior Manufacturing Coordinator

Main Purpose of The Position:

To ensure a smooth running of quality first, customer focused, production by leading and empowering their team

Job Summary:

Production Coordinators are responsible for the holistic leadership of their function, working as part of a broader leadership team striving to achieve business goals. Focused on tactical day-to-day management, they utilise their experience and expertise to enhance the overall production operation in line with business strategy.

Core Duties:

- Overseeing departmental capability, both short and long term; right skills, right time (manning & capacity)
- Overseeing major projects
- Managing and maintaining legal requirements
- Contractor Management
- Process improvement through CI culture
- Employee development in line with competency matrix
- Budget Control, i.e., overtime and consumable spend
- H&S adherence and implementation of improvements
- Cost saving strategy
- Stakeholder relationship management (internal and external)

- Escalation Management
- Forward plan, identifying and mitigating future issues
- Ensure systems are up to date and maintained.

Min Requirement for Role Attainment:

- Leadership qualification (external) or QBE
- Training/mentoring experience or qualification
- Demonstrating A+ performance and potential on 9 box grid
- Budget understanding

How To Apply:

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 can be sent to Rachel,McFarland@Sertec.co.uk

Closing Date:

04.04.24

“Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.”

Our Company Benefits:

- 10% off Anytime Fitness
- 25 days holiday plus 8 public/bank holidays
- Early finish on a Friday
- Company pension scheme
- Employee recognition schemes
- On site parking
- Access to learning and development courses
- Employee Assistance Programme
- Challenging but highly rewarding career
- Loyalty days

Successful **E**mpowering **R**esponsive **T**eamwork **E**njoyment **C**ommitment