

Manufacturing Supervisor, Woodworking, Furniture, MTIB, CNC, Woodwork, Permanent, Full time, Merthyr Tydfil, Wales

Manufacturing Supervisor is required by a registered charity and company limited by guarantee with a reputation of successfully providing quality training, development and employment opportunities for persons with disabilities and health conditions throughout South Wales since 1923.

Due to increased demand from their commercial customers, which are growing, they have an exciting new opportunity for a Manufacturing supervisor at their Merthyr Tydfil site.

The role will be a key member of the team within their Supported Business woodworking manufacturing unit, which supplies high quality wooden office furniture frames and components, along with card and fibre products and covered buttons to the UK furniture industry.

Consequently, they are looking for an experienced, dynamic, proactive supervisor with proven skills of leading teams, driving product development and meeting customer demands, with a focus on achieving and maintaining the highest quality standards. The role involves managing a diverse group of employees, encouraging harmonious working relationships and ensuring adherence to current Health and Safety requirements. A generous Holiday package is offered together with a Company Sick pay scheme.

The Role & Responsibilities:

- Responsible for achieving day-to-day production targets.
- To ensure that correct production methods and quality standards of work are always applied and look to improving efficiency, stock control and layout.
- To ensure that appropriate materials and resources are available for production.
- Apply MTIB policies and procedures at all times.
- To liaise closely with the material suppliers and customers to ensure supplies and agreed customer delivery dates are achieved.
- To collate sales order information, order materials and issue works orders to production supervisors.
- To review all material prices on a monthly basis, report on any increases and source alternative suppliers as appropriate.
- Contribute to maintaining and developing the procurement system.
- Responsible for end-of-month stock takes.
- To administer the FSC programme.
- Adhere to the Health and Safety at Work Act and Factories Act at all times.
- To maintain an effective communication system by receiving and transmitting accurate messages and information to all levels of internal staff.

- To undertake any training deemed necessary by the Manufacturing Manager and members of staff.
- To work harmoniously with other employees and members of staff.
- Identifying and realising major business opportunities for MTIB, to identify and develop new and existing products and markets, whilst servicing existing customers.
- Working with management and business partners to increase commercial sales.
- When requested by the Manufacturing Manager, to cover in the absence of other members of staff.
- To have a flexible approach to meeting the needs of the business and be prepared to undertake any other duties as directed by the Manufacturing Manager.
- Report any problems in achieving the above to the Manufacturing Manager.
- The post holder will have Supervisory responsibility for the Shop Floor and will report to the Manufacturing Manager. First Line Supervision, Team Leaders and Section Heads will report to the Post Holder.
- To undertake any other duties as reasonably required commensurate with the post.

Person Specification:

Essential:

- Relevant production experience in machining and assembly of products – preferably in woodworking.
- Able to demonstrate an understanding of priorities and control work in accordance with deadlines.
- Able to control changing priorities, in particular the application of available resources.
- Able to progress orders for customers, ensuring product quality.
- Able to work within set standards and procedures.
- Able to co-ordinate team members and delegate tasks.
- Effective authoritative interpersonal skills.
- Good organisational skills.
- Effective communicator at all levels.
- IT Literate – proficiency in Microsoft Office and e-mail.
- Flexible and adaptable to take on a variety of tasks.
- Keen to learn new skills.
- Focused on target completion and proven ability to achieve results.
- Experienced in negotiating use of resources with all work sections.
- Capable of suggesting different ways of working to improve efficiencies and work flow, to achieve agreed results.
- Takes responsibility for their work and for that of others.

- An empathetic attitude to working with staff with health conditions / disabilities.
- Prepared to work additional hours as required, to achieve agreed work schedules.

Desirable:

- Has undertaken Health & Safety training.
- Experience of direct customer contact.
- Experience of implementing quality systems.
- Familiar with woodworking machinery and tooling.
- Experience of CNC CAD/CAM.
- An understanding of the way that Supported Business operates.

Vacancy Information:

- Location: Merthyr Tydfil
- Salary range: Negotiable and Dependent upon Experience
- Job type: Permanent
- Health and Safety Responsibility: Level 3
- Working Hours: full-time role
- Reference: AT86
- Contact: Alan Hall on 07936 383009 or alanhall@mtib.co.uk

Equal Opportunities:

The post holder must carry out his/her duties with full regard to the Company's Equal Opportunities Policy.

Health and Safety:

The post holder must abide by Health and Safety legislation applicable to his / her position and to Health and Safety legislation applicable to the organisation. An employee Health and Safety handbook is provided for all employees and the post holder must familiarise him/herself with this.

The Company undertakes health surveillance on an annual basis for which all employees must partake.

Training & Development:

The post holder will be required to undertake continual professional training and development