



Job Description

Role: Administrator : Manufacturing

Reporting To : Manager : Manufacturing

Job Purpose:

To provide a professional and proficient administration support to the Manufacturing department and to assist the Manufacturing Manager in the day to day administration requirements

Production Planning

- Manufacturing planning administrative activities
- Maintaining consumable stock profiles to ensure materials are available in line with the generated production plan
- Implementation and on-going improvement of the time analysis process.
- Concise & orderly maintenance of information and filing of documentation.

Materials:

- Management of excess materials and returns to stores.
- Generate packing lists and despatch paperwork.

General Admin:

- Setting and implementing of department procedures.
- Assisting in matters relating to Health & Safety.
- General support to the Manufacturing department.
- General company administration

Essential Skills:

- Developed IT competence and PC Skills including Microsoft project.
- Proven ability to meet scheduled deadlines.
- Disciplined and accurate approach to manufacturing processes.
- Advanced written and oral communication skills

Qualifications:

- Qualification in a Business discipline desirable and / or demonstrated relative experience.

Key Attributes:

- Positive and energetic disposition.
- Self-driven for progressive and continued learning and development.
- Keen to accept responsibility and accountability.
- Committed to achieving project and company goals.
- Good team working skills and work ethic.

