



Job Description

Production Supervisor

Job Title	Production Supervisor [V1]
Department	Production
Reporting to	Production Manager
Responsible for	Production Operators & FLT Drivers
Location	Lamberhead Site
Hours of Work	Subject to Contract
Contract	Permanent [6 Month probation period]

Job purpose The main purpose of the Production Supervisor is to ensure that all operational activities associated with production are carried out in compliance to the company standards for health, safety, environmental and quality.

Liaise with other departments to ensure effective running of production.
Any other reasonable task requested by the Directors and Managers would also be included in the responsibilities.

- Responsibilities**
- To accurately complete all necessary documentation in a timely manner
 - Implement and maintain high level of housekeeping standards
 - Supervise the production workforce in all aspects of Health, Safety, Environment and Quality
 - To liaise with other departments to ensure the effective running of production
 - Identify, implement, and evaluate training needs for plant operators and plant FLT drivers
 - Trouble-shoot problems and implement and communicate corrective and preventative action
 - Report back to Production Manager on production problems and/or inability to manufacture to agreed customer delivery date
 - Regular review of production schedule with Production Manager
 - Communicate with the relevant personnel to ensure that plant efficiency and productivity levels are achieved
 - Provide production reports to Production Manager upon request
 - Respond to non-conformance corrective and preventative actions (customer complaints, process failures) in a timely manner
 - Maintain levels of morale and discipline to achieve high levels of motivation
 - Attend Quality and Management Review meetings as and when required
 - Provide plant and process technical support where applicable
 - Immediately report any incident which the management need to address using the appropriate reporting system
 - Respond to required corrective and preventive action in a timely manner
 - Carry out additional duties not yet listed above at the discretion of the Directors
 - Operate Forklift Truck



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- In 'Sales Administrators' absence carry out the following:
 - Produce and Issue batch sheets
 - Book in RMs / Request RMs
 - Book out transport
 - Print and Issue labels.



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Skills / Knowledge / Experience	Essential	Desirable
Supervisory Skills, including leadership, coaching, organisation.	X	
Experience of working in a chemical / process type industry		X
Good IT skills, Microsoft Word, Excel, ERP systems	X	
Strong verbal and written communication skills	X	
Understanding of chemical processes	X	
Troubleshooting issues with production equipment and processes	X	
Knowledge of Quality, Environmental and Safety systems	X	
Good Numeracy Skills	X	
Forklift Truck experience	X	
Good understanding of sampling and product testing	X	
Flexible approach to working	X	
Working with other team members to complete the production process	X	
A desire to work with team members to improve processes and product quality	X	
Willingness to comply with safety and quality regulations, including wearing and maintaining PPE	X	
Ability to follow Manufacturing Instructions	X	

Qualifications	Essential	Desirable
Educated to NVQ level 2 in relevant subject		X
IOSH Managing Safely		X
Forklift truck licence [R.T.I.T.B]	X	
Level 2 Maths [GCSE grade C or above]	X	
Management or Supervisory Training		X