

TPSM

Job Description

This form summarises the purpose of the job and lists its key tasks
It may be varied from time to time at the discretion of the company, in consultation with the postholder.

Job title: R&D Mechanical Assembly Supervisor

Name: TBC

Department: R&D Accountable Russell North – R&D Manager,

Job Summary:

- To work within the R&D department as a Mechanical Assembly Supervisor.
- To be responsible for the quality of the product leaving the Assembly Area
- Electro-mechanical assembly work will also be required at times.
- To support the company's goals and targets to achieve *profitable growth*

Key Tasks:

- To manage internal staff and workloads and organise external service calls.
- Liaise with the other supervisors to ensure you receive the parts in sets or the order you require.
- Maintain all jigs and fixtures.
- Look at ways to improve, cut costs, discuss, implement (continual improvement)
- Keep the working area organised and tidy (house keeping)
- Monitor and review your team's productivity/output. e.g. clocking on
- Ensure routers are correct.
- Control overtime hours
- Identify any training requirements for your team
- Ensure a safe working environment (health and safety)
- Produce good quality parts correct to drawing.
- Strive to meet and beat estimated times on routers.

Competency and Evidence

Essential skills required

- Good communication skills
- Be able to demonstrate previous experience of both mechanical and electro-mechanical assembly.
- Ability to work under pressure and to tight deadlines.
- Flexibility – to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.

Note

References will be taken during the application process