



INFLITE ENGINEERING

JOB TITLE: General Manager, AST	DEPARTMENT: Surface Treatments
REPORTS TO: CEO	LOCATION: AST, Chelmsford
JOB PURPOSE: The General Manager is responsible for managing and leading a £1.2M p.a. turnover Aerospace Surface Treatment and Finishing Facility (AST), a division of Inflite Engineering Services Limited (IES), with capacity to achieve £2M+ in sales. Responsible to the CEO for managing all activities on the site to maximise operating capacity and throughput, ensure quality and Customer's requirements are met. To manage and lead a team of c. 20 employees, as part of a larger organisation.	
MAIN RESPONSIBILITIES AND DUTIES: <ul style="list-style-type: none">- Assume overall leadership of the site and provide direction to it, including the implementation of the IES business strategy and all appropriate process improvements. Tasks include:<ul style="list-style-type: none">o Determine staff and facility requirements.o Ensuring the site operates in accordance with health, safety, and environmental policies. Ensure the safety and wellbeing of staff and visitors.o Maintain plant and equipment is maintained and calibrated to the required standard.o Ensure the site is kept clean and well organised (5S).o Responsible for divisional reporting to the CEO- Drive AST sales and revenue growth, with this to include building the pipeline of orders, developing brand awareness and promoting a responsive, customer focused approach to business management. To act as the most senior point of contact with customers, including major international firms in the aerospace sector, as well as being the final authority on negotiations, pricing and contracts.- Ensure AST's delivery of daily/weekly/monthly/annual sales targets in line with internal (IES) and external customer requirements, whilst meeting quality and delivery specifications. Tasks include:<ul style="list-style-type: none">o Responsible for achieving sales targets and forecast.o Control the workflow and capacity to meet delivery and drive DSA targetso Plan and implement procedures/processes to maximize efficiencyo Ensure production plans and Tiered DMB's are updated daily.	

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- Identify all opportunities for leaning out costs, implementing consistent procedures to prevent the backlog of orders, improve performance and create an increased sense of urgency, pulling together people, systems and departments to enhance service to customers.
 - o Identify business improvement opportunities within the organisation.
 - o Addressing root causes to reduce scrap and reworks. Accountable for MRBs.
- Assume responsibility for the management of AST site employees. To initiate workforce skills training programmes so as to ensure that staff capabilities meet future business needs and to lead any associated company restructuring that may be required. Tasks include:
 - o Work with the site supervisors to ensure all departments are controlled and managed.
 - o Set department objectives/KPIs and review ongoing performance of employees.
 - o Communicate KPIs so that each employee is aware of their department's requirements
 - o Manage staff sick and holiday sheets, and carry out disciplinary procedures and PPIs as required
 - o Develop staff to maximize potential and transferable skills across the site.
- Create a culture of engagement, involvement and continuous improvement and a "right first time" approach that drives effectiveness and efficiency. Additionally, to challenge existing practices, enhance workforce communication, identify projects that reduce costs and enhance product quality standards.
- Perform any other duties within your capabilities as directed by the Company

SKILLS AND EXPERIENCE REQUIRED:

- Previous GM experience in a Manufacturing Aerospace Environment (within Surface Treatments is ideal)
- 3 to 5 years GM experience in site management
- Able to lead and motivate teams
- Proven experience of resource and production planning
- Able to implement continuous improvement techniques
- Ability to problem solve and make decisions
- Self-motivated, proactive and has a desire to achieve
- Ability to coordinate and delegate responsibility and ensure tasks are completed

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I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager.

Signed: _____

Print Name: _____

Date: _____

Manager: _____

Date: