



INFLITE ENGINEERING

Job Title: Production Controller

Department: Production Controller

Hours: Monday to Wednesday 0700 hours to 1730 hours and Thursdays 0700 hours to 1630 hours

Reports To: Shop Floor Supervisor

Location: AST Chelmsford

Job Purpose:

To be the customers main point of contact and to ensure Customers orders are delivered on time and to cost.

Main Responsibilities and Duties:

- **Internal Production Planning and Scheduling:** Oversee production planning and material scheduling to manage customer order books effectively.
- **Material and Component Control:** Manage the flow of all materials and components from suppliers through production and subcontractors to final customer delivery.
- **Production Schedule Management:** Develop and manage daily/weekly production schedules in alignment with manufacturing capacities and customer demands.
- **Collaboration with Shop Floor Supervisor:** Work closely with the Shop Floor Supervisor to ensure efficient work allocation and scheduling, meeting customer-required dates.
- **Daily Meetings:** Actively participate in daily meetings to coordinate and align production activities.
- **Order Management and Reporting:** Collect customer orders and prepare detailed production reports to guide manufacturing processes.
- **Sales and On-Time Delivery (OTD) Targets:** Contribute to achieving sales targets and on-time delivery performance.
- **Additional Duties:** Perform any other duties within your capabilities as directed by the Company.
- **Production Planner Support:** Provide support to the Production Planner as needed.

Skills and Experience Required:

- **Organisational Skills:** Strong organisational abilities are essential for success in this role.
- **Excel Proficiency:** A solid working knowledge of Excel is essential.
- **Communication Skills:** Strong communication skills are crucial for effective collaboration and customer interaction.
- **Numeracy:** Must be numerate, with a good understanding of numbers and calculations.
- **Mechanical/Machine Shop Experience:** Experience in a mechanical or machine shop environment is highly desirable but not essential.
- **Production Control Experience:** Previous experience in production control within a manufacturing environment is desirable but not required.



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What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.
- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).
- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.

Join our team at Inflite Engineering Services Ltd and contribute to maintaining the highest quality standards in the manufacturing environment. If you have a strong background in quality assurance and auditing, we would love to hear from you. Apply now to be part of our dedicated team!

Ready to take the next step? Send your CV and Covering letter to HR@inflite.co.uk today.