

# INFLITE ENGINEERING SERVICES



<b>Job Title:</b> Production Controller	<b>Abbreviation:</b>
<b>Reports to:</b> Site Supervisor	<b>Division/Department:</b> Production
<b>Deputised by:</b>	<b>Location:</b> Chelmsford
<b>JOB PURPOSE</b>	
<p>To manage customer expectations by providing exceptional customer service through on time delivery, meeting agreed upon lead times with an aim at exceeding customer expectations. To be the customers' main point of contact, with a hands-on approach ensuring components flow through their relevant processes efficiently to ensure on-time delivery is achieved and sales targets are met.</p>	
<b>MAIN RESPONSIBILITIES AND DUTIES</b>	
<ul style="list-style-type: none"><li>• Responsible for Internal and External Production scheduling of components to satisfy customer order books</li><li>• Management of Daily I Weekly Production Schedules in line with manufacturing capacities and customer demand</li><li>• To work collaboratively within the Production Control Team to ensure work is loaded efficiently and scheduled accordingly, to ensure customer required dates are met</li><li>• To participate in the daily meeting, providing status updates to Inflite Engineering's, Production Controllers</li><li>• Ensuring adequate jobs are planned to ensure Sales and On-Time-Delivery targets are met</li><li>• To provide covering support to Production Manager in times of holiday/sickness as and when required</li><li>• Perform any other duties within your capabilities as directed by the Company</li></ul>	
<b>QUALIFICATIONS &amp; PREREQUISITES</b>	
<ul style="list-style-type: none"><li>• Strong organisation, communication and numeration skills are essential</li><li>• PC skills and working knowledge of ERP Systems and Microsoft Office Package (Microsoft Excel in particular is essential)</li><li>• A team player with people skills and a continuous improvement mindset is essential</li><li>• Able to take initiative in tasks provided by superiors with a positive, can-do attitude</li><li>• Prepared to work a 60/40 split between moving components on the shop floor and PC work within the office</li><li>• Prepared to work overtime at short notice as and when required</li><li>• Previous Production Control experience within a manufacturing environment is desirable</li></ul>	

## 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.