



Role Specification – Manufacturing & Supply Chain Manager

The PCE GROUP of Companies provide cutting edge automated solutions to global markets, spanning a variety of industry sectors, including Medical/Ocular and Pharmaceutical.

With over 40 years' experience in providing bespoke turnkey automation, ranging from stand-alone machines to fully integrated high throughput cells. We pride ourselves on being able to offer our customers the complete in-house solution - from design to delivery.

Role

Accomplished, highly motivated and flexible Manager with extensive experience of manufacturing, procurement, and supply chain within a machine production environment. You will be the line manager for a multi-disciplined team.

Responsibilities

The following list is an indication of the responsibilities of the role, which the post holder will be expected to undertake. The list is not exhaustive and is intended as guidance only.

Manufacturing

- Plan and organise the overall performance of the Manufacturing operation including safety, quality and cost to meet agreed project schedule and budget review and adjust the schedule when needed in order to meet on time delivery
- Knowledge of up-to-date manufacturing standards and practices.
- Manage capacity planning to facilitate staff scheduling and material requirements to meet the companies' objectives
- Implement lean manufacturing and other methods to drive on time delivery, shortening lead times and improve quality
- Implement workshop improvement processes to maximise efficiencies
- You must have strong demonstrable experience of KPI focussed Manufacturing Management with the ability to set and review key objectives and KPI's with staff to evaluate their performance
- Implement improvements for streamlining production methods and personnel to ensure the best utilisation of machinery and equipment.
- Monitor plant, personnel, operational and delivery performance, build and support the manufacturing team to continuously improve.
- Estimate Production costs
- Be responsible for the maintenance of manufacturing machinery.
- Team leadership, mentor staff and support their development plans
- Ensure all activities undertaken are in line with current policies and procedures

Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK

VAT Registration No. GB 318 6588 67

Registered in England No: 3801408 EORI: GB 318 6588 67 000

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Supply Chain

- Procurement of electrical, mechanical, fabricated and machined parts required for the build of bespoke automated equipment
- Create job packs with component parts to be used by our assembly teams
- Place, process and approve purchase orders on behalf of the Group
- Liaising with new and existing customers to fulfil machinery spare part requirements
- Expedite purchases to ensure timely delivery
- Recommend stocking of components and products to give cost-efficient availability
- Goods in/out
- Logistics
- Team leadership, mentor staff and support their development plans
- Ensure professional relationships with new and current suppliers
- Identify prospective suppliers to reduce costs and establish higher standards of quality, service provision and operational flexibility
- Conduct regular reviews with key suppliers across the group
- Contract negotiation
- Liaise with internal customers to ensure service satisfaction
- Ensure all activities undertaken are in line with current policies and procedures
- Establish supply chain KPI's

Requirements

The following list is an indication of the skills that the successful candidate will possess, in fulfilment of the position.

- Proven similar leadership, manufacturing and procurement experience gained within manufacturing/engineering environment ideally working with a business system such as MRP/ERP
- IT literacy
- Good communication and organisational skills

How to apply

Applicants must apply in writing, submitting a covering letter and full CV to our HR Department.

HR Advisor Laura Head l.head@pce-group.co.uk

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