

JOB DESCRIPTION

<u>Post Title</u>	Production Manager
<u>Responsible to</u>	Managing Director
<u>Responsible for</u>	All manual employees
<u>Location</u>	Recycling Facility on the outskirts of Newry
<u>Purpose of Post</u>	To organise and control the Human Resource, materials and equipment within the materials recycling facility to the most effective use in separating – processing – packing materials and to ensure vehicle congestion within the unit is minimised.

Responsibilities

- o Plan and schedule work to use labour, machines and materials to best advantage in satisfying orders.
- o Supervise employees to ensure conformance to company policies and standards.
- o Schedule loading and unloading of materials to maintain an effective flow of transport vehicles through the recycling facility
- o Prepare implement and maintain recording and control procedures in productivity, machine utilisation and quality etc, prepare reports for Managing Director as required.
- o Take responsibility for the management of Health & Safety within the recycling facility
- o Ensure stocks of materials retained within the unit are at economical and manageable levels by implementing and maintaining a stock control procedure.
- o Liase with General Office in respect to the outward despatch and inward receipt of materials
- o Liase with Managing Director in respect to technical specification of reclaimed materials generated in the recycling facility
- o Take responsibility for the company's discipline procedure up to Final Written Warning stage.
- o Assist the senior management team in product development initiatives.
- o Review non-conformances generated within the reclamation unit, decide corrective action and implement decision.
- o Prepare and implement an engineering planned maintenance schedule on all machines, vehicles and equipment.
- o Ensure the protection and care of the environment is considered at all times within the recycling facility.
- o Any other duties deemed by the company to be within the competence of the Production Manager.

All Clear Environmental - July 2004

PERSONNEL SPECIFICATION

JOB TITLE Production Manager

Criteria	Essential	Desirable
Qualification / Attainments	Acceptable level of education	A qualification from Further Education
Relevant Experience	At least 5 years experience in a management position requiring the management of people in a production / process environment.	Experience in a materials handling environment Experienced in current management techniques and concepts
Special Aptitudes	Can work on own initiative Decisive and capable in decision making Excellent motivating skills Good organisational and communication abilities	Generally computer literate
Disposition	Can impose their authority while remaining part of a team	
Circumstances	Can work additional hours as necessary Can work unsocial hours if required	