



INFLITE ENGINEERING

Job Title: Production Controller
Department: Production Control
Hours: Monday to Friday
Location: Stansted

Job Purpose:

The Production Controller is responsible for managing the scheduling of orders, issuing job cards to the production floor, and ensuring that delivery targets are met. This role involves updating the MRP system, managing customer order books, progressing material orders, and overseeing subcontracted work..

Main Responsibilities and Duties:

- MRP System Management:** Update the MRP system with the current location of individual jobs.
 - Manufacturing Flow:** Ensure smooth flow of products through the manufacturing facility from material stage to final inspection and dispatch.
 - Material Orders:** Progress both internally procured and customer-issued material orders.
 - Production Scheduling:** Work to daily and weekly production schedules in alignment with manufacturing capacity and customer demand.
 - Coordination:** Collaborate closely with the Shop Floor and Production Control Supervisor to ensure work is loaded and progressed to meet target dates.
 - Stand-Up Meetings:** Participate in daily stand-up meetings to discuss progress and address issues.
 - Orderbook Management:** Manage the order book, regularly updating customers on progress and issues.
 - Sales Targets:** Work towards achieving monthly sales targets and on-time delivery (OTD) goals.
 - Process Improvement:** Identify areas for process improvement and potential bottlenecks, and ensure Shop supervision is informed.
 - Job Progression:** Work with Shop Floor Managers to ensure jobs continually progress through the manufacturing stages.
 - Additional Duties:** Perform any other duties within your capabilities as directed by the Company.
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Skills and Experience Required:

- Organisational Skills:** Strong organisational skills are essential for managing multiple tasks and priorities.
 - Excel Proficiency:** Good working knowledge of Excel is essential.
 - Communication:** Strong communication skills are crucial for coordinating with various departments and stakeholders.
 - Numeracy and Literacy:** Must be numerate and computer literate.
 - Manufacturing Experience:** Experience in a manufacturing environment is highly desirable but not essential.
 - Production Control Experience:** Previous experience in Production Control within a manufacturing environment is desirable but not essential.
 - Deadline-Oriented:** Confident and able to work effectively to deadlines..
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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 Inflite, where your skills and expertise are recognised and rewarded. This is your opportunity to advance your career in a supportive and innovative environment.

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