



# PRODUCTION CONTROLLER

<b>Reports to:</b> Production Control Supervisor	<b>Abbreviation:</b>
<b>Division/Department:</b> Production Control	<b>Deputised by:</b>
<b>Location:</b> Woodside	<b>Version/Date:</b> v2 Mar26

## JOB PURPOSE

To ensure Customer orders are delivered on time and to cost

## MAIN RESPONSIBILITIES AND DUTIES

- Main point of contact for client(s)
- Monitor, report on and expedite internal production planning and material scheduling activity of Customer order books
- Management of all materials and components from suppliers, through production and subcontractors to customer delivery
- Management of daily / weekly production schedules in line with manufacturing capacities and customer demand
- Work closely with the Machine Shop / Sheet Metal / Treatments Supervisors to ensure work loaded efficiently and scheduled to ensure customer required dates are met
- Participate in daily meetings between sites.
- Gather customers' orders and prepare detailed production reports / day plans that serve as guides in manufacturing the product
- Attend regular client calls to report status of jobs and support customer requirements
- Prepare data and present to Senior Leadership in regular Sales and Operations Planning meetings
- Achieving sales targets and OTD
- Perform any other duties within your capabilities as directed by the Company
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## QUALIFICATIONS PREREQUISITES

- A strong organiser is essential
- Good working knowledge of Excel essential
- Strong communication skills are essential
- Must be numerate
- Experience of working in an AS9100 environment desirable but not essential
- Machine Shop / Sheet Metal experience highly desirable but not essential
- Previous Production Control experience within a manufacturing environment is desirable but not essential
- Working within a quality-controlled environment desirable but not essential

## EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
<b>Print Employee Name:</b>	
<b>Employee signature:</b>	<b>Date:</b>
<b>Manager Name:</b>	
<b>Manager Signature:</b>	<b>Date</b>