



**Northern Design (Electronics) Ltd
Job Description Form**

Department: Production

Job title: Production Manager

Reports to: Julia Szajdzicka

Title: Managing Director

Type of position:
Full Time

Hours 40/week

Monday – Friday 8:00 am – 4:30 pm
Lunch 12:30 pm – 1:00 pm daily

General Description:

To work as part of a team, setting and achieving company objectives.
To identify improvements that may benefit the company.
Operating within and contributing to the company quality system.
Ensure all staff work within Health and Safety guidelines at all times.
Calibration of electronic instruments for measuring and monitoring electricity.
Management of Production Staff.
Management of Production processes.
Management of Production Engineering.
Devising and maintaining Production Procedures to meet or exceed quality standards and technical specifications.
Management of Production work to meet Production Schedules.
Management of capacity data.
Devising and maintaining product, fault and test databases. Generating reports on this data as required.
Manage maintenance of Calibration and Production equipment to minimize down time.
Provision of regular reports on progress towards set goals/targets.

The ideal candidate will be educated to at least HND/C level in Electronic Engineering and be an experienced Electronic Engineer with a practical, can-do attitude. Knowledge and experience of Production Engineering would be beneficial. Supervisory/management experience is highly desirable.

Please send your CV and covering letter by post or email to:

Phone: 01274 729 533

FAX: 01274 721 074

Email: Admin@ndmeter.co.uk

Post:
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