

G-TEM

Production Coordinator - Press

Company Information

G-TEKT Europe Manufacturing Ltd (G-TEM) is an award-winning, global company in the design, development, and manufacture of automotive body structures and engineering services. Part of the G-TEKT Corporation, a global leader in automotive component manufacturing, we operate 5 production facilities across Europe, including the UK and Slovakia.

Japanese ethos and working practices are part of our heritage, first establishing in the UK in 1996 with our purpose-built Gloucester facility using the skills, knowhow, technology, and education from our parent company to build a reputable company that focuses on customer satisfaction.

Role Description

The post holder is responsible for working to strict safety and quality requirements to achieve daily production targets.

You will be supervising in a busy and demanding automotive press environment producing body in white car components for various customers.

You will be responsible for delivering, and where possible, exceeding the key performance indicators within the business unit.

Role Responsibilities

- Support the Press Manager with achieving the set production plan by organising, prioritizing & planning job requirements for team members using the customer call off schedule.
- To organise and run daily & weekly shift meetings.
- Manage operational efficiency & SMED.
- Coordinate Quality, H&S, Environmental, Kaizen and 5s & continual improvement activities.
- Management of all company and departmental procedures.
- Project a positive image of the company to new and existing employees.
- To complete paperwork such as time and attendance return to work forms, end of shift handover reports, line efficiency sheets and time sheets.
- Organise the training and development of new and existing employees.
- Supervise overtime in the week and at weekends.

- To manage press stock counts.
- To ensure any potential quality defects are resolved, contained, and reported.
- To ensure rework, overtime and scrap is minimal.
- Liaise with other departments over production operational issues.
- Ensure all staff are complying with the company health & safety standards and keep an up-to-date fire register.
- Communicate both written and verbal instructions to appropriate members of staff, summarising key points if necessary.
- Take an active role in New Model Introduction
- Cover Press Manager when required.

Skills and Abilities

- Previous JIT manufacturing experience is desirable.
- 3 years' experience in a supervisory role within manufacturing ideally press work or metals.
- Knowledge and experience of implementing modern production techniques including kaizen, TPM, etc.
- Staff management experience including staff planning, disciplinary, absence, performance monitoring and holiday planning.
- Excellent problem solving and decision-making skills.
- Previous experience of managing a team within a manufacturing, target focused environment.
- Willingness to multi-skill and learn products and processes.
- Ability to read and follow written and verbal instructions and complete required production paperwork.
- Must be able to work shifts if needed.
- Must be flexible regarding working overtime.
- Proven excellent time and attendance record.

Experience / Qualifications

- Experience of working to deadlines and targets.
- Previous experience in Automotive Manufacturing would be advantageous.
- Good written and verbal communication skills.
- Ability to work on own initiative to achieve tight deadlines.
- Demonstrate a positive attitude and motivation to deliver.
- Proven team building skills.

Compensation and Benefits

- 25 days holiday + bank holidays (most holidays are fixed in-line with our customers).
- Overtime available based on company demand.
- Monday to Friday working.
- Learning and progression opportunities within company.
- Workwear & PPE provided.
- Free on-site parking.
- Free eye test vouchers.
- Employee referral program.
- Competitive salary based on skills and experience.