

Press Coordinator

Scope of Role

Starting your day in our bustling manufacturing environment, you'll be kicking things off with an energising team briefing. You'll be sharing clear production targets for the day, reflecting on the previous performance, and inspiring your team to exceed expectations. Liaising with the tool and press maintenance teams, you'll confirm everything is ready to hit the ground running, ensuring the day's production schedule is on track.

As the day progresses, you'll collaborate with our material and planning departments to align raw material deliveries for future production schedules. You'll manage your team's resources, ensuring the right people with the right skills are in place, balancing holiday schedules, and overseeing performance appraisals. You dive into metrics like SPM and OEE, analysing data and working hands-on with tools and machines to fine-tune efficiency.

Throughout the day, you're making quick decisions, solving challenges, and finding innovative ways to optimise performance – playing a critical role in maintaining our world-class standards. If this sounds like your kind of challenge, apply today!



Interested?

Apply online via our website:
<https://g-tem.co.uk/careers/>



Role Responsibilities

- Deployment of all company and departmental procedures.
- To 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.
- Ensure all staff are complying with the company health & safety standards and keeping 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 and new tooling try out.
- Cover the Press Manager when required.

Skills & Abilities

- Previous JIT or high-volume manufacturing experience is essential.
- 3 years' experience in a supervisory role within manufacturing, ideally press work or metals.
- Previous experience within a Transfer or Progression press shop environment (maintenance or operation in particular) would be a distinct advantage
- Knowledge and experience of implementing modern production techniques including kaizen, TPM, and OEE analysis
- Staff management experience including staff planning, disciplinary, absence, performance monitoring and holiday planning.
- Excellent problem solving and decision-making skills.
- Willingness to multi-skill and learn products and processes.



Interested?

Apply online via our website:
<https://g-tem.co.uk/careers/>

