



## Production & Supply Chain Co-Ordinator

Last reviewed: March 2024

Reporting to: Operations Manager

### **Brief Description / Purpose of the function:**

You will be responsible for planning, scheduling, and coordinating factory manufacturing activity across multiple departments (processes ranging from forging, stamping, rumberg, CNC machining, sewing, final assembling, and despatch). You will also be responsible to make purchases to support manufacturing, New Product Development (NPD), and to manage inventory to strategic targets. The person in this role will have financial knowledge and manufacturing process acumen that will enable manufacturing efficiencies, effective negotiations and vendor management, and the ability to engage and resolve internal/external quality issues.

### **Main areas of responsibility are as follows, but are not limited to:**

#### Factory Planning & Coordination

- Schedule manufacturing orders and ensure internal schedules, planned strategic inventories, and customer requirements are met
- Set factory team work direction and prioritize activities to achieve product flow and meet customer needs
- Monitor factory schedule performance and support key metric collection leading productivity and improvement initiatives
- Plan purchased and manufactured parts utilizing the best ordering approach (EOQ, min/max, Kanban, MRP, etc.)
- Ensure accurate planning parameters are set in planning systems (Epicor ERP) following strategic planning designs based on Lean Manufacturing concepts
- Communicate regularly with customer service to align shop priorities to meet customer requirements
- Keep the team informed of and coordinate solutions to manufacturing challenges and issues (staffing & flexing, capacity, machine downtime, etc.)
- Maintain qualified sub-contract supplier relationships to support capacity management and NPD requirements
- Maintain strong coordination with New Product Development Team and be responsible for planning and procurement for assigned product families

#### Purchasing

- Plan and execute the flow of procured material from the supplier into the factory ensuring inventory performance to targets
- Negotiate purchase order supplier quotes to achieve purchasing productivity and supplier cost management
- Work with the Finance Manager on any supplier price changes and keep the standard cost system up to date
- Establish efficient purchasing guidelines supporting inventory metrics and process efficiencies with supplier partners
- Follow up with suppliers as necessary, to resolve delivery problems, cost changes, or quality issues

#### Inventory

- Manage inventory (WIP & Purchased) to ensure strategic inventory design targets are on plan
- Manage surplus and obsolete inventory and actively disposition inventory if required
- Manage assigned product to meet customer service and inventory plans

#### Reporting

- Report on key deliverables and key process indicators such as inventory DOS and customer service levels
- Perform other duties as assigned

**Hours** 39 per week, Monday to Thursday 07:30am to 16:30, Friday 07:30am to 12:30pm.  
The company reserves the right to alter start and finish times, according to the needs of the business.

**Location** Llandygai Industrial Estate, Bangor.

**Job Type** Full Time, Permanent

All employees are expected to undertake any tasks as reasonably requested by management.

All employees are expected to maintain a professional image in standard of dress and conduct at all times when representing the Company.

It is the responsibility of all employees to comply with the policies and procedures of International Safety Components Ltd.

## Person Specification

Criteria	Essential
Qualifications	<ul style="list-style-type: none"><li>• BSc or HNC in an engineering/technical discipline, or equivalent relevant experience</li></ul>
Experience	<ul style="list-style-type: none"><li>• Previous Manufacturing Planning and Procurement work</li><li>• Inventory Planning and Management</li><li>• Lean Manufacturing / 5S Systems</li><li>• Project Management</li><li>• Structured Problem Solving</li><li>• Data analysis</li></ul>
Knowledge & Skills	<ul style="list-style-type: none"><li>• An excellent understanding of materials, mechanics and production manufacturing processes (forging, CNC machining, presswork and assembly)</li><li>• Highly literate and numerate, able to investigate problems and analyse data</li><li>• Advanced Microsoft Excel skills</li><li>• Working knowledge of ERP systems (Preference: Epicor)</li><li>• Well organised, ability to prioritise workload and deliver to commitments</li><li>• Strong analytical and problem-solving skills.</li><li>• Excellent communication skills (written and verbal)</li><li>• Lean Manufacturing concepts</li><li>• Strong business and financial acumen leading effective negotiating skills</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Self-motivated and able to lead initiatives</li><li>• Ability to work to tight deadlines</li><li>• Ability to communicate at all levels of an organization</li><li>• Flexibility to support team needs as situations arise and when extra hours may be required</li><li>• High attention to detail</li><li>• Structured approach to problem solving and improving processes</li><li>• Driven to achieve results</li><li>• Positive “can do” attitude</li><li>• Strong inter-personal skills / great team player</li></ul>