

## Position Description

### Position Title: Manufacturing Specialist

Reporting to	Managing Director
Liaises with internally	Managing Director, Administration, Workshop, Sales Consultants, Engineers, People & Culture, Finance & Legal, Marketing & Design
Liaises with externally	Customers, Stakeholders
Purpose of the Position	The Manufacturing Specialist will have a comprehensive understanding of a manufacturing environment and have solid mechanical skills within the manufacturing environment. The Manufacturing Specialist will be 'hands on' and responsible for the day-to-day management and operation of BOM Builds.
Behaviours/Values	<p>Respect – We value all people, opinions, abilities and qualities</p> <p>Quality – Do it Once; Do it Right</p> <p>Integrity – Trust our service, people and products</p> <p>Teamwork – Where Everyone Wins</p> <p>Transparency – Dealing honestly and fairly with everyone</p> <p>Customer Focus – Your happiness is our success</p>
Essential Criteria	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills.</li> <li>• Technical and/or production qualification and experience in the manufacturing environment</li> <li>• High-level problem-solving skills with the ability to evaluate technical issues</li> <li>• Manage customer expectations using initiative</li> <li>• Capacity to deal with conflicting priorities and plan accordingly to meet deadlines or targets</li> <li>• Good knowledge of scheduling techniques to achieve productivity targets and cost-efficient runs for the production and maintenance of stocks as required by purchase orders or inventory information</li> <li>• Respond to customer emails in a timely manner.</li> <li>• Strong presentation skills and a professional appearance.</li> <li>• Willingness to work a flexible schedule.</li> <li>• Strong attention to detail</li> <li>• Excellent time management skills; moving orders quickly and accurately for our customers</li> <li>• Implementing cost-effective measures wherever feasible</li> <li>• A current driver licence</li> </ul>
Preferred Criteria	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to deadlines</li> <li>• A forklift Licence</li> <li>• A demonstrated commitment to continuous improvement and commercial productivity.</li> <li>• Knowledge of or awareness of Valves a distinct advantage.</li> </ul>
Key Performance Indicators	<ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Prioritising work in step with any issues that arise</li> <li>• Ability to complete an assigned task within the required time frame</li> <li>• High attention to detail</li> <li>• High level of communication with the Production staff and members of the Management Team</li> </ul>

	<ul style="list-style-type: none"><li>• Compliance with all John Valves systems, standards, policies, and procedures</li><li>• Strong organisational skills</li></ul>
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## Tasks and Responsibilities

### For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment, bullying and victimisation policies
- Adhere to workplace health and safety policies and proactively contribute to maintaining a safe and clean work environment
- Display a positive attitude and be an active member of the team
- Treat others with respect
- Follow directions provided by senior members of the team, where authorised

### Key Responsibilities for the Role

- Selecting new suppliers to reduce deliver times and/or increase profitability
- Checking costings from suppliers on past orders
- Checking costing of manufactured items to ensure profitability is maintained
- Adjusting the sell prices according to BOM costings, as required
- Ordering parts for BOMs/orders as required and in the appropriate time frames for delivery
- Strong mechanical or engineering background within a manufacturing environment.
- Hands-on experience with manufacturing processes and Bill of Materials management.
- Strong problem-solving abilities and attention to detail.
- Ability to work independently and as part of a team.
- Excellent communication skills and a proactive approach to management of workload.
- Other duties as required during the operation of the business.

### Key Competencies

- Mechanical aptitude for understanding
- Good verbal and written communication skills
- Ability to work cooperatively and respectfully with other from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisation skills, with ability to prioritise and follow through
- Foster a trusting, inclusive and mutually supportive environment and treat each individual with dignity, integrity and respect
- Contribute to a culture that promotes the safety and wellbeing of all employees.

### Standard Management

- Strict compliance with all John Valves systems, standards, policies and procedures
- Promoting safety and risk management initiatives at all times
- Ensure activities meet with and integrate with organisational requirements for; expected workplace behaviours, quality management, health and safety, legal stipulations, environment policies and general duty of care
- Comply with Occupational Health and Safety standards in accordance with OH&S manual.

This Position Description is intended to describe the general nature and level of work that is to be performed by employees assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills

required. Any elements of this Position Description may be changed at Company discretion and activities may be added, removed or amended at any time.

I acknowledge the duties set out in the Position Description above and understand that the Position Description and duties may alter from time to time to suit the needs of the business.

**Name:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_