

Production Supervisor

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Company: Elliott Group

Location: Indonesia

Category: other-general

Organize and chair production meetings and issue meeting reports; Keep Backlog list updated as well as Shop/Machine tool loading plans in order to predict bottlenecks or slack periods; Issue production plans for shop and client use; Follow progress of jobs from opening to completion & take necessary action with Shop Supervisor (overtime, shifts, outsourcing) when there is a risk of falling behind schedule; Ensure Shop Supervisors are aware of critical path items and delivery dates. Issue updates to them and meet to discuss; Expedite Shop Supervisor, Shop Engineers, Purchasing and Subcontractors in order to meet the deliveries; Quality objective - constant presence in workshop to ensure work instructions are followed and signed off in the correct manner & returned to Engineer for hold points; Ensuring third party services (e.g. NDT) are ordered in a timely manner to avoid delaying the job; Issuing enquiries for services (e.g. HSB, special heat treatments, finish grinding etc). Prepare Job Repair Reports and ensure they are delivered to the customers on time; Implement a regular communication system with the region's service sales group. Act as reference point for clients, ensuring continued flow of information regarding machinery in the shop. Act as a back-up support for Shop supervisory role if required Managing/giving technical advice to Production area (machining/Welding/Assembly) **BACKGROUND and EXPERIENCE** Apprenticeship or equivalent qualification in mechanical engineering or 5 years of experience in production in the mechanical industry; Preferable to have the knowledge of machining/welding/Assembly. Familiarity with the use of computers for business, especially Microsoft "Project" for planning purposes & "Excel" for forecasting; Good communication skills, both written and oral, to ensure the company is promoted to the customer in the best

way;Language skills – required fluency in English in addition to Bahasa Indonesia for communication with non-Good organizational skills and attention to detail.

NATURE OF THE JOB

Implementing and updating the job system & information database
Expediting those involved in production, vendors and subcontractors in order to meet the deliveries;
Preparing production plans;
Preparing the revenue forecast for shop;
Quality control of work instructions in Workshop.
Organizing and chairing weekly production meetings;
Preparing production reports.
Recording quoting and job completion activity for use during the Annual Management meeting.
Compiling reference lists on demand for the Sales force.

CONTACT WITH OTHERS

Daily contacts with all repair and parts group personnel, also with finance department and costing;
Telephone and direct contact with vendors and sales force;
Telephone and direct contact with customers during shop visits.
Telephone and direct contact with haulers.
Handling third party inspection visits during repairs.

SUPERVISIONS

SPECIFIC JOB RESPONSIBILITIES/COMPETENCIES

Log all repair enquiries, quotations, bookings, order acknowledgements, shipments, purchases, invoices and reports;
Ensure T's & C's are reviewed and accepted for all orders.
Issue Order Acknowledgements;
Issue backlog and sales forecast reports weekly;
Review job schedules weekly with supervisor and engineers;
Expedite Shop Engineers, Purchasing, Shop Supervisor, Vendor and Subcontractors in order meet the promised deliveries;
Issue Job Reports in a timely manner;
Issue regular update to sales force;
Issue monthly shipment forecast;
Maintain and issue cost vs. estimate reports;
Maintain, close out and store production files;
Develop and issue delivery performance reports for the repair department;
Ensure that work instructions are complete and returned to job folders before invoicing.

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