

## Production Supervisor

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Company: Elliot Group

Location: West Karawang

Category: other-general

### Overview & Responsibilities

#### PURPOSE OF THE JOB

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.

Administrative experience;

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-

English speaking customers;

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.

## **SUPERVISION**

Individual contributor.

## **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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