

**CANDIDATE SPECIFICATION**



<b>JOB TITLE</b>	Supervisor
<b>REPORTING TO</b>	Operations Manager
<b>DEPARTMENT/SUB DEPARTMENT</b>	Manufacturing, Materials
<b>LOCATION</b>	St Neots
<b>OVERALL PURPOSE</b>	
Accomplishes department objectives by supervising staff; organising and monitoring work process on a day to day basis. Responsible for the Purchasing and Goods Inwards functions within Ipeco Electronics.	
<b>PRINCIPLE ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Ensuring the completion of any tasks that are assigned to the team by the department Manager,</li> <li>• Monitoring and planning of resources to ensure that they are appropriate to the workload,</li> <li>• Monitoring the attendance, quality and timekeeping of all team members, and address accordingly,</li> <li>• Approving and managing staff holidays to minimise the disruption to the team,</li> <li>• Play an active role in the recruitment and selection process for the team,</li> <li>• Attend first level disciplinaries and grievances, and ensure all Company rules and regulations are met and initiate appropriate corrective action and/or the Company disciplinary procedures when required,</li> <li>• Complete all performance reviews for the team,</li> <li>• Assessing the skills and performance levels of all team members and identifying/carrying out additional training as necessary, via an accurate and maintained skills matrix,</li> <li>• Ensuring that team members operate in accordance with quality procedures,</li> <li>• To assist in identifying methods for continuous improvement,</li> <li>• To be responsible for the safe working of all team members and ensuring the adherence to all Company H&amp;S policies,</li> <li>• Complete corrective actions on time,</li> <li>• Monitor and maintain 5S standards within the goods inwards, shipping, purchasing &amp; Production Control functions,</li> <li>• Ensure effective maintenance of SAP data to effectively track materials and work in progress,</li> <li>• Monitor department KPI's to ensure critical targets are being achieved and corrective actions are created to achieve performance to targets,</li> <li>• Ensure the effective delivery of components and production orders to achieve production start dates,</li> <li>• Liaise with manufacturing to resolve production shortages and provide recovery plans for critical shortages,</li> <li>• Work closely with Group Procurement and Quality teams to define and manage the processes required for procurement of goods and services to support the Ipeco business requirements, in line with approved authorisation policies and with appropriate regard to product obsolescence, product competitiveness, airworthiness and regulatory requirements, and product performance,</li> <li>• To maintain professional and technical knowledge, having a detailed awareness of the industry.</li> </ul> <p>In addition to the above you may be required to perform other duties as reasonably requested by Management.</p>	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above		✓
CIPS (Global Standard for Procurement and Supply) qualified		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience of working within an AS9100 accredited manufacturing facility		✓
Experience at supervisory level, gained within a purchasing or logistics department		✓
Previous Experience working with MRP / ERP Systems to plan and manage procurement or logistics functions	✓	
Training and mentoring staff, monitoring progress and up-skilling where needed.	✓	
Previous Experience of lean manufacturing and 5S principles.		✓
Ability to train others	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	