

> POSITION: ASSEMBLY SUPERVISOR

Reporting directly to the Operations Manager, the Assembly Supervisor will be responsible for the direct line management of team leaders within the manufacturing environment, covering various disciplines, both Inbound and Outbound. Supervising a cross-functional department, the role will involve working closely with other supervisors and management, as well as supporting the successful delivery of colleague training, in order to meet daily objectives.

Good communication and leadership skills are essential for this role, as the Assembly Supervisor is responsible for working with multiple teams of Warehouse Colleagues and Administrators, offering motivation and support to maintain staff morale whilst under pressure. For someone with these qualities, this is an exciting opportunity to support the growth of an international company, using your expertise to maximise the overall performance of the department and help SYR to continue delivering operational excellence.

Key Responsibilities:

- Supervision of department of 15-20 colleagues, including Team Leaders, in accordance with business processes.
- Management of all people/ resources within the department, measuring performance against challenging KPIs.
- Maximise performance of department by leading daily/ weekly activities, ensuring absence control and the meeting of all targets.
- Identify development opportunities, carrying out training where necessary.
- Motivate workforce, supporting training and development, executing against business requirements.
- Ensure compliance with all issues relating to Health & Safety, the environment and security.
- Liaise with internal and external stakeholders in order to effectively run the department.
- Review daily and weekly statistics, compiling Management Information reports.

Essential skills:

The successful applicant should be a self-motivated, enthusiastic individual with the ability to remain calm under pressure. As this is a role that involves a great deal of collaboration and leadership, the ideal Assembly Supervisor must possess strong interpersonal, communication and organisational skills, building effective relationships and ensuring organisation in all of the business areas.

- Good general standard of education
- Excellent communication skills – both written and verbal
- IT skills
- Supervisory/ team leader experience
- Organised and flexible approach to working hours, willing to carry out assigned duties and prepared to work overtime on occasions
- An understanding and exposure to 'Lean' methodology would also be beneficial in this role

Benefits:

- Free Perkbox membership – access to range of discounts including money off supermarket shops and gym memberships.
- Employee Assistance Programme