

# **ELECTRO**

## **Assembly Services Limited**

### **Job Specification    Operations Manager**

**Responsible for :** All departments, personnel and output within the factory floor.

**Role:** The ideal candidate will be able to:-

- Work unsupervised,
- Prioritise requests from all departments,
- Meet daily output targets,
- Motivate,
- Discipline staff where necessary according to company procedures,
- Monitor the production operation and make efficiency improvements,
- Pre-empt any operational factors that might prevent targets being met,
- Report to the company directors any management information needed for future planning,
- Work under pressure,
- Work in accordance with full compliance with all legal and regulatory requirements.

The candidate would require previous managerial experience in a PCB Assembly production environment and possess good communication skills.

Working hours are:-

Monday to Thursday        7.30am to 4.30pm

Friday                        7.30am to 1.30pm

40 Hour Week.

Annual Holiday : All Bank holidays plus 20 days incrementing to 25 with length of service.