



LUXONIC

Site Production Supervisor

We are the UK's foremost designer of commercial lighting solutions. For over 30 years, our passion for developing and manufacturing energy efficient luminaires and controls has seen us deliver our portfolio of lighting solutions to some of the UK's most innovative businesses.

Our UK design and manufacture has always been driven by pioneering research and development. Each of our luminaires is crafted from design concept through to assembly at our hard working and adaptable manufacturing centre in Basingstoke, equipped with the latest robotic technology.

We are currently recruiting for motivated employees that want to join us on our journey. If you want an opportunity to grow and develop with us and enjoy working in a hardworking and committed environment please apply. In return we offer a competitive salary dependent on experience with benefits including;

- 28 Days Holiday per year (inc Bank Holidays)
- Pension Scheme
- Free Onsite Parking
- Staff Canteen area with Vending facilities, Pool Tables

After probation you will also qualify for;

- Life Insurance;
- Optional Childcare Voucher Scheme
- Optional Holiday Purchase Scheme

Job Description

The Production Supervisor will be located at the manufacturing facility in Basingstoke and be responsible for supervising a team of Team Leaders and their production cells for one complete Site. Our aim is to maintain a safe, clean and efficient workplace where we manufacture products to the correct specification and quality; at the same time ensuring that orders are completed in full and on time.

During normal activities he/she will report directly to the Production & Planning Manager but will have daily interaction with the Production Director.

As part of the role you will be required to:

- Manage Team Leaders and delegate tasks to ensure that processes and resources are utilised as effectively as possible.
- Oversee production ensuring that orders are completed in full and in line with customer requirements.
- Ensure compliance with Quality, Health & Safety & ISO standards; you will be expected to carry out audits, support improvement activities and support external audits/associated actions.
- Manage and ensure your team meet their targets; KPI information accurately, concern areas and discrepancies will need to be actioned.
- Work with and develop Team Leaders.
- Oversee the whole site team ensuring resource is managed effectively including holiday planning, timekeeping, absence and team member performance. Initiate follow up actions where required (Performance Reviews, Discussions, Disciplinary actions etc).
- Support new projects and be influential in their success (5S, Lean Manufacturing). Implement improvement ideas and monitor their value.
- Carry out problem solving and implement countermeasures.
- Liaise with other departments; this may involve attending/arranging meetings to progress actions.
- Lead by example, support and respect your team.

- Implement and manage Team Leader training.
- Deputise for Production Manager in his/her absence.
- Work overtime when requested.

The Candidate

It is important to underline that this role is part of the Management Team, as such the person must have:

- A good understanding of manufacturing and associated techniques (5S/Lean).
- 1 -2 years minimum experience of leading , supervising & managing people
- Excellent communication skills and able to communicate at all levels.
- Excellent reliability and attendance level.
- Good organisation skills – ability to multi-task, delegate and facilitate.
- Able to make decisions. Ensure they are fact based.
- Respect for others and always ensure fairness.
- Good understanding of ISO 9001, 14001 and Health & Safety.
- Confidence in own ability and be able to address issues fairly and efficiently.
- Ability to problem solve and implement suitable actions.
- Ability to work with Continuous Improvement to implement actions to reduce the 7 wastes.
- The drive to develop further within our business; potential to progress to Production Manager.
- Knowledge of 123 and Microsoft Office would be beneficial but not essential.

Hours of Work

Monday to Thursday	08:00 – 16:30
Friday	07:00 – 15:15

Salary

Salary Dependent on Experience

Please apply either in writing or by sending your CV and covering letter to Steve Thatcher - Production Director - SteveT@luxonic.co.uk