

5 May 2022

Position: Manufacturing Administrator

Office: Michell Instruments UK

Departments: Operations

Job Description: Manufacturing Administrator

We have an interesting role supporting our Manufacturing team for an administrator who has good organisational and prioritisation skills, with the ability to multi-task. Working with a team of technicians and engineers the role is to maintain and process vital documents required for each customer order.

We are a company with a global reputation for providing high quality instrumentation and sampling systems. This is an ideal opportunity for someone who is self-motivated with accuracy as a high priority.

Key responsibilities

- Maintain shop floor document control ensuring any sample systems manufacture documents are stored in the appropriate folders on our SharePoint system
- Review orders throughout the day and liaise with colleagues to highlight any issues.
- Maintain a follow up system to ensure timely responses
- Provide KPI Data for daily Tier meetings and monthly reviews
- General manufacturing administration duties
- Have an active involvement in daily meetings and lean activities
- Communicate internally any potential delays affecting delivery of orders

Personal qualities

- Ability to multitask and manage your own time
- Ability to work to tight deadlines.
- Communicate well with all departments at different levels
- Being customer focused, helping to achieve on time delivery to our customers.
- Accuracy and attention to detail is a high priority
- Familiar with Microsoft Office (Word and Excel)

If you are interested in the above position, please send your CV in the 1st instance to judith.page@processsensing.com

Expires: 31/05/2022