

# WE ARE HIRING

Production Administrator (Technical)



## Job Post for the position of a **PRODUCTION ADMINISTRATOR (TECHNICAL).**

Fabrinox, a well-established sheet metal manufacturing company in Paarl, has a new and exciting opportunity available for a Production Administrator (Technical) in the Sub-Assemblies and Projects Manufacturing environment. It is a fixed term contract. This is the ideal opportunity for young Mechanical or Industrial Engineering students who seek placement for their 6-months experiential training.

The successful candidate:

- Will be a highly energized and proactive individual responsible for streamlining production under the supervision of our Production Supervisors.
- Demonstrate exceptional planning abilities that ultimately translate to high production rates.
- Show excellent supporting skills and act swiftly when executing production tasks.

**CLOSING DATE FOR APPLICATIONS: 15 September 2023**

### Tasks & Responsibilities include (not limited to):

- Coordinate and report day-to-day activities to Production Supervisors.
- Assist Production Supervisors with administrative tasks, follow-up and monitor.
- Issue and follow-up on stock purchased towards smooth running of production processes.
- Review cost estimates for material, labour and equipment.
- Proactive liaising and coordinating production with other departments.
- Perform follow-up with other departments.
- Assist to streamline production processes to achieve deadlines and quality requirements.
- Update Head of Production: Sub-Assemblies and Projects on the status of projects.
- Conduct time studies for formal reporting.

### Minimum Qualifications & Experience required:

- National Senior Certificate
- S4 Mechanical-/Industrial Engineering
- Recently qualified Mechanical-/Industrial Engineer seeking experience in the manufacturing environment.
- Able to read and interpret engineering drawings and bills of material.
- Able to conduct time studies for formal reporting will be an advantage.

### Personal Attributes & Skills required:

- Confident / Assertive
- Pro-active
- Analytical
- Excellent communication and interpersonal skills
- Deadline driven
- Computer literate
- Ability to work both independent and as part of a team

**To apply, send your complete CV with supporting documentation, including ID to [Lduplessis@fabrinox.com](mailto:Lduplessis@fabrinox.com).**

*If you have not received feedback within 10 working days from closing date of applications, your application was unfortunately not successful.*