

# WE ARE HIRING

Production Supervisor:  
Sub-Assemblies



## Job Post for the position of a **PRODUCTION SUPERVISOR: SUB-ASSEMBLIES**

Fabrinnox, a well-established sheet metal and under-license manufacturing company based in Paarl, is seeking a highly motivated and experienced Production Supervisor to join our team.

The Production Supervisor will oversee the day-to-day operations of our Sub-Assemblies Production Department, ensuring that safety protocols are followed, production targets are met, and quality standards are upheld. This role requires strong leadership skills, excellent communication abilities, and a comprehensive understanding of sheet metal manufacturing processes.

**CLOSING DATE FOR APPLICATIONS: 17 April 2024**

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

#### Supervise Production Team:

- Lead and manage a team of artisans, machine operators, welders and assemblers.
- Provide guidance, training and support to ensure the team meets production goals efficiently and effectively.

#### Production Planning and Scheduling:

- Coordinate with the production scheduler to develop daily and weekly production schedules.
- Monitor production progress, adjust schedules as needed and prioritise tasks to meet customer demands and deadlines.

#### Quality Control:

- Ensure quality control standards are respected and procedures are followed to guarantee customer specifications are met.
- Conduct regular inspections of finished products and work in progress to identify and address any quality issues promptly.

#### Safety Compliance:

- Promote a culture of safety in the workplace by enforcing safety policies and procedures.
- Conduct regular safety meetings, inspections and training sessions to minimise the risk of accidents and injuries.
- Take immediate action to address any safety concerns or violations.

#### Equipment Maintenance:

- Coordinate with maintenance staff to ensure that production equipment and machinery are properly maintained and serviced.
- Schedule routine maintenance tasks, troubleshoot equipment issues and minimise downtime to maximise productivity.

#### Inventory Management:

- Monitor levels of raw materials, components and finished goods as per Bill of Materials and are adequately supplied for production activities.
- Coordinate with procurement and logistics teams to replenish the necessary required project materials.

#### Continuous Improvement:

- Identify opportunities for process improvement, cost reduction and efficiency gains in the production workflow.
- Implement initiatives to streamline operations, eliminate waste, and optimize resource utilization.

#### Team Development:

- Foster a positive work environment that encourages teamwork, collaboration and employee engagement.
- Provide feedback, coaching and performance evaluations to support the professional growth and development of production team members.

#### **Personal Attributes & Skills required:**

- Strong leadership skills with the ability to motivate and inspire a diverse team.
- Excellent communication skills, both verbal and written.
- Proficiency in Microsoft Office Suite and manufacturing software.
- Ability to prioritize tasks, solve problems, and make decisions under pressure.
- Detail-oriented with a focus on quality and continuous improvement.

#### **Minimum Qualifications & Experience required:**

- Bachelor's degree in engineering
- Manufacturing Management or related field of study will be beneficial.
- 5-plus years proven experience in a supervisory role within the sheet metal manufacturing industry.
- In-depth knowledge of sheet metal fabrication techniques, equipment and materials.
- Solid understanding of health and safety regulations in a manufacturing environment.

**All applications with supporting documents must be sent to [Lduplessis@fabrinnox.com](mailto:Lduplessis@fabrinnox.com)**

***NB: Applications that do not meet the minimum criteria will not be considered.***

*Should you not receive feedback within 5 days of the closing date your application was not successful.*