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ETI Job Description

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| Job title | Production Support – Sensors |
| Responsible to | Assistant Manager – Sensors |
| Responsible for | N/A |

About ETI

Since its launch in 1983, Electronic Temperature Instruments Ltd, is a UK award-winning manufacturer renowned for its precision digital thermometers and temperature-related instruments. With a focus on accuracy and innovation, ETI caters to various industries such as food service and facilities management, offering reliable solutions for temperature measurement needs.

Sensors Mission Statement

To manufacture products efficiently and profitably, whilst maintaining quality, good customer relations and ensuring employee job satisfaction.

* Strategically plan and manage sensor production to ensure capacity meets with current sales demand.
* Enhance efficiency to achieve peak productivity levels while upholding the highest standards of quality in sensor manufacturing.
* Adopt innovative techniques in sensor manufacturing to assert our position as market leaders.
* Review and consider the adoption of labour and time-saving equipment to streamline operations.
* Implement measures to significantly reduce manufacturing rework and minimise overall waste in the production process.

About the role

As a Production Support, you will play a crucial role in overseeing production tasks, managing QA processes, and handling various communication channels. Your background in manufacturing and commitment to safety will be key. You will need excellent organizational and communication abilities, attention to detail and a collaborative mindset for success in this role.

Production Support Team will be expected to carry out any of the duties listed below:

* Producing work orders.
* QA reject products
* Rolling stock checks
* Data entry using a PC
* Kitting of products and preparing packaging
* Updating procedures as needed
* Testing of all products
* Cable coiling and basic production tasks
* Assisting Goods Inwards
* Communicating via phone, email and face to face
* Assisting Production Manager and Assistant Manager with any necessary administrative duties as required.

Main interactions

* Internally – Purchasing, Instrumentation, Production Staff, etc.
* Externally – Suppliers, Delivery Drivers, etc.

Knowledge and experience

* Working within a similar role or a good understanding of working in a manufacturing environment.
* Sourcing, working with, and maintaining good supplier relationships.
* Purchasing procedures and stock control.
* Working with a computerised stock system.
* An understanding and responsible attitude to Health & Safety within a manufacturing environment.

Key Skills

* Excellent organisational skills & ability to prioritise a high volume of work.
* Good computer skills and confident user of Microsoft Office applications.
* Excellent communication skills – on the phone, via email and in person.
* Self-motivated and able to use initiative with minimal supervision.
* Accurate attention to detail and excellent hand-eye coordination.
* Team player – able to work with all areas of the business.
* Willing to perform repetitive tasks whilst sitting or standing for extended periods of time.

Other

* Undertake all duties in accordance with ETI Ltd policies.
* Attend all training when required in order to adhere to mandatory regulations, legislation, and best practice.
* Promote the company positively at all times.
* Adhere to all aspects of confidentiality and Data Protection to ensure compliance with the law.
* The post holder will be required to undertake such other duties as may be required, therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
* The organisation reserves the right to update or amend the job description, from time to time, to reflect changes to the role. The post holder will be consulted about any proposed changes.

I confirm that I have read, understood, and accept the duties detailed in this Job Description.

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| Name |  |
| Signature |  |
| Date |  |