

PRODUCTION CO ORDINATOR

- Office based although would be required to liaise with machine shop factory
 - General admin / clerical work, eg. filing, photocopying, letter writing, binding manuals, dealing with queries from customers etc . via fax, phone and e-mail, writing clock cards, distribution of daily internal post.
 - Raising and completion of Stock Jobs and manual transfer of stock costs to customer orders.
 - Checking of clock cards against employee job books.
 - Entering of data on database.
 - Checking customer orders are correct against quotation in respect of price, drawing issue, delivery etc.
 - Typing of route card details onto manufacturing database.
 - Collation of shop floor job pack – printing of job card, drawing, inspection sheet.
 - Filing away of order pack including order, quotation etc into job file.
 - Collection of finished job cards and delivery notes from shop floor.
 - Collation all documents required for final job pack – matching up of job cards, delivery note and job pack from file & printing of job costing sheet . Pass to appropriate person for signing off.
 - Raise invoice and send to customer.
 - Input invoice details on to invoice check list to ensure all deliveries have invoices raised for them.
 - Filing of job pack.
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- Ability to work on own to tight deadlines along with working well as part of a busy team
 - Computer literacy
 - Excellent telephone manner
 - Experience in a manufacturing environment would be an advantage although not essential