



Production Manager

Job Description / Person Specification (July 2021)

The nitty gritty of the role:

Reporting to	Operations Director
Normal Working hours	37hrs / week Mon – Thu 8hrs Fri - 5hrs
Remuneration	Range 37,500 – 42,500 /yr Annual Key Staff Bonus Life Assurance 3x Salary

Standard stuff:

Holiday	5 weeks + bank holidays + long service extra days
Pension Scheme	Auto Enrollment (5%+3% contributions)
Parking	Free parking on site
Perfect Attendance Bonus	Annual bonus for “perfect” attendance

Who are we looking for:

Candidates must have supervisory / management experience within electronics manufacturing, OEM or CEM. Specifically, we are looking for someone who has worked extensively within PCB assembly.

IPC certification – candidates do not need to be IPC certified as we can provide that training. However, we do expect candidates to be very familiar with the relevant standards for PCB assembly.

As well as having expertise within our industry, we require candidates to be good people managers. The Company’s success relies entirely on our people. Therefore, how we look after them, how we motivate them and how we manage them will determine how successful we are. Consequently, we will be looking for candidates who understand this and have invested time and energy into being good people managers.

In addition to all the above, we also need someone who is a natural organiser and problem solver. Planning manufacturing within contract electronics manufacturing requires great attention to detail, the ability to deal with complex reports, specific customer requirements and constant moving goalposts! There is never a dull day.

You will need energy, enthusiasm and a positive attitude. Much of the day is spent on the go patrolling the lines, checking on progress and liaising with our customer facing teams.



You also have responsibility for people's safety and wellbeing at work. We take health and safety very seriously and expect you to model behaviors that exemplify our high standards. Others will look to you to be the shining example of what is right. Therefore, we are looking for a person whose behaviors and attitudes are consistent with someone who has a perfectly aligned moral compass and has an eye for detail that is difficult to fault.

This is a Manager position due to the level of responsibility it carries. However, we are open to applications not just from existing managers, but also from senior supervisors whose next step is to be the Production Manager of a small to medium sized factory.

Who should apply:

Candidates will need to demonstrate:

- Behaviors and attitudes that meet the needs of our ethos
- Relevant electronics manufacturing industry expertise (minimum 7 years)
- Relevant qualifications / training in people management
- IT and numerical skills including Office 365 and ERP software
- Leadership experience (minimum 3 years)
- The ability to deal with the physical aspects of the role
- A naturally calm persona with the ability to multitask constantly
- Availability to work extra hours and weekends as needed
- Able to be an emergency first aider
- Able to be a key holder
- Excellent grasp of written and spoken English – a high standard
- That you live locally – no more than 30 minutes commute to the factory

How to apply:

External Candidates:

Please email us at jobs@speedboard.co.uk with the following attachments:

- A completed application form
- an up to date CV
- a specific covering letter making it clear why you are right for this position.

Internal Candidates:

Please email Natalie Crocker with the following attachments:

- an up to date CV
- a specific covering letter making it clear why you are right for this position.