

Supervisor (Test Department)

Job Description / Person Specification (October 2021)

The nitty gritty of the role:

| | |
|----------------------|-----------------------------------------------------------------------------------------|
| Reporting to | Production Manager |
| Normal Working hours | 37hrs / week Mon – Thu 08:00-16.30 (half hour lunch) Fri – 08:00-13:00 (no lunch) |
| Remuneration | from £15.07- £17.67- per hour Annual Key Staff bonus |

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:

Due to a recent internal promotion, a Supervisor position has become available in our Test department. Candidates must be able to demonstrate relevant experience either within a CEM or OEM where they previously gained supervisory experience.

This is a great opportunity for an enthusiastic person with a good sense of urgency and attention to detail to lead a team of nine Test Engineers and one Rework Technician in a busy department.

You will be responsible for the day-to-day running and planning of testing, maintaining and improving both efficiency and quality by motivating a team of experienced Test Engineers. You will be expected to coach your staff and monitor the quality of their work. You will also be required to interface with our customer’s engineers, solving problems on current work and installing new test equipment and routines on new work.

In addition, you will be part of a team of four supervisors who, along with the Production Manager, need to work together and communicate effectively so that we meet our customer’s expectations.

Who should apply:

Candidates will need to demonstrate:

- Behaviors and attitudes that meet the needs of our ethos
- Qualified or Experience Test Engineering
- Proven track record in a Supervisor role
- Good grasp of English language (GCSE Grade B or above)
- The capability to teach / coach others
- The gravitas to command respect and be heard
- Good computer skills to develop systems and spreadsheets
- Be able to communicate at all levels
- Local to Windsor (easily commutable within 30 mins)

How to apply:

External Candidates:

Please email us at jobs.windsor@note-ems.com 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.

Closing date for applications is 27th October 2021