

Supervisor (Final Assembly Department)

Job Description / Person Specification (January 2022)

The nitty gritty of the role:

Reporting to	Production Manager
Normal Working hours	37hrs / week Mon – Thu 07:45-16.15 (half hour lunch) Fri – 07:45-12:45 (no lunch)
Remuneration	from £15.07 - £16.63 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:

A Supervisor position has now become available in our Final Assembly 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 four Technicians in a busy department.

You will be responsible for the day-to-day running and planning of Final Assembly, maintaining and improving both efficiency and quality by motivating a team of experienced Technicians. You will be expected to coach your staff and monitor the quality of their work. You will also be required to interface with our customers implementing new work, developing build instructions, process flows and solving problems on current 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
- Electromechanical Assembly Experience
- 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:

Either:

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.

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)