

## job description

### Production Supervisor

Reporting to the Director, this role is responsible for the safe, timely and efficient production of retail timber products. The Production Supervisor is responsible for the manufacture and finishing of timber products, particularly bench tops and tables, whilst managing a team of production staff.

<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• oversee the manufacture solid timber benchtops and bespoke joinery products</li> <li>• schedule and manage the timely production of joinery and production job</li> <li>• management of the joinery workshop</li> <li>• production planning – prepare work schedules to achieve planned results in joinery</li> <li>• manage the production team; effectively supervise workshop staff to carry out set tasks and projects within agreed timeframes and oversee staff training (in partnership with the Director)</li> <li>• to work at all times to a high level of accuracy, providing consistent quality and finishes</li> <li>• to accurately work from and interpret detailed drawings</li> <li>• operate and maintain in good working order all manual and hand power tools used in joinery &amp; production; includes arranging regular servicing/repairs as necessary</li> <li>• coordinate and implement quality control procedures to ensure the integrity of finished products</li> <li>• maintain adequate stock levels of benchtop consumables at all times</li> <li>• ensure the workshop is consistently clean and free of safety hazards</li> <li>• promote safe work habits and a safe work environment; implement and follow WH&amp;S procedures</li> <li>• assist with improving processes and procedures</li> </ul>
<b>Key Skills:</b>	<ul style="list-style-type: none"> <li>• solid foundation of woodworking skills and required discipline</li> <li>• understanding of the properties of timber; good knowledge of timber species and the ability to identify different species</li> <li>• the ability to follow instructions and production schedules</li> <li>• the ability to concentrate for long periods and pay close attention to detail</li> <li>• safety conscious approach to work and demonstrated application of safe work practices</li> <li>• the ability to work on your own and in a team</li> <li>• active problem solving</li> <li>• good numeracy skills to make calculations and measurements</li> <li>• effective leadership, problem solving, communication, and interpersonal skills</li> <li>• proficient computer skills including MS Excel, Outlook, and Word</li> </ul>
<b>Qualifications &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• relevant Woodworking and/or Timber Machining Certificate or Diploma</li> <li>• proven experience as a skilled Woodworker and/or Machinist</li> <li>• demonstrated experience in a supervisory or management role</li> </ul>
<b>Personal Requirements:</b>	<ul style="list-style-type: none"> <li>• interested in technical and engineering activities</li> <li>• able to identify, analyse and solve problems</li> <li>• good oral and written communication skills</li> <li>• able to work independently</li> <li>• able to work as part of a team</li> <li>• able to accept responsibility</li> <li>• is a great communicator</li> <li>• take pride in your work</li> </ul>