

Production Administrator- £13.90 DOE- Stowmarket

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Company: Manpower UK

Location: Stowmarket

Category: other-general

Manpower Cambridge are currently recruiting for a Production Administrator, for our exciting manufacturing client based in Stowmarket, easily commutable from the A14, Bury St Edmunds, Ipswich, Diss & Sudbury. Job Title: Production Administrator Location: Stowmarket Salary: £13.90 DOE this may be increased. Hours: Mon - Fri, working 37.5 hours per week- Flexibility on start and finish times. Availability: Immediate start date You will give day-to-day support to the Production warehouse, and maintenance teams by entering data into business information systems and processing orders from industrial maintenance equipment.

Responsibilities: Accurately control and complete production related paperwork across all production lines. Provide oversight and support; prepare forms and templates and maintain various documents and spreadsheets. Producing accurate reports, which will then be presented to the production managers. Co-ordinate and facilitate communication between different departments and teams. Ensure that processes and procedures are followed, and daily controls task or implemented.

Skills & Competencies: Computer Literate MS Office Packages including excel and PowerPoint. Experience in manufacturing/ production and administrative roles. Good interpersonal skills Organised Administrator Ability to solve problems Comfortable within a production / office environment Flexible approach with the willingness to learn new skills Have the ability to manage own workload / prioritise as necessary

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