



Job Description / Person Specification

PRODUCTION CONTROL ENGINEER		
Department: Production Engineering Department	Company: AESSEAL plc	Job Ref No: SPC/0517-216
Reporting to: Manufacturing Manager	Location: Mill Close, Bradmarsh Business Park, Rotherham, S60 1BZ	
Job Holder's Name:	Signed:	Date:
Manager's Name:	Signed:	Date:

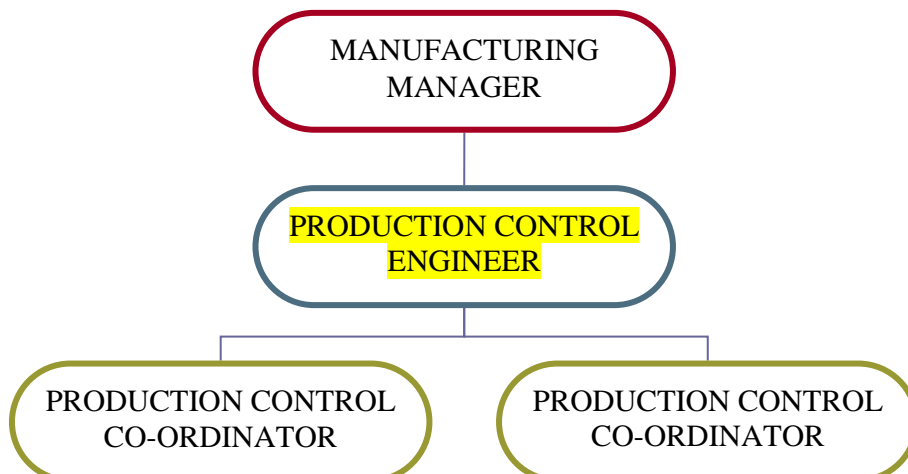
1. Job Purpose

The main purpose of the role is to organise and allocate production orders between AESSEAL's UK manufacturing workshops, contributing towards excellent customer service.

2. Job Dimensions

To understand the organisation's manufacturing capability and learn the associated processes and systems required to carry out the role.

3. Organisation Chart: (outline department organisation chart so the job holder knows exactly where they sit in the department – highlight the position in yellow)



4. Principal Accountabilities

- 4.1 Plan and load workshops with production orders generated by customer/stock demand
- 4.2 Release production orders to workshop control teams
- 4.3 Co-ordinating raw material transfers between manufacturing locations
- 4.4 Liaise with purchasing over the procurement of raw material
- 4.5 Interact with design department to ensure drawings are completed in time for customer orders
- 4.6 Request CAM programs based on machine capability and capacity
- 4.7 Validate due dates and all master data for manufactured components
- 4.8 Contribute to efficient customer service

N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within his/her level of skill and ability.

5. Skills, Knowledge and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general level of education with GCSE's or equivalent in both English and Mathematics 	<ul style="list-style-type: none"> • Engineering background
Skills & Knowledge	<ul style="list-style-type: none"> • Good organisation skills with excellent attention to detail • Good communication and inter-personal skills • Ability to work to deadlines • IT literate 	<ul style="list-style-type: none"> • Ability to read engineering drawings • Knowledge of CNC manufacturing processes
Experience	<ul style="list-style-type: none"> • Experience of working within a busy office environment 	<ul style="list-style-type: none"> • Experience of using Teamcenter & SAP • Engineering background
Character	<ul style="list-style-type: none"> • Desire to provide exceptional customer service • Eager to assist in the continuous improvement of the organisation • Ability to promote, participate in Health, Safety & Environmental policies. • Ability to promote, embrace and manage change • Contribute to a happy working environment • Effective communicator 	<ul style="list-style-type: none"> •