



JOB DESCRIPTION

JOB TITLE: Production Manager
REPORTS TO: Supply Chain Manager
LOCATION: Ngauranga, Wellington, New Zealand
REMUNERATION: Commensurate with experience in equivalent roles

COMPANY OVERVIEW:

4RF is a New Zealand company designing, manufacturing and supplying high quality wireless radio products deployed in over 130 countries. 4RF's products are used by utilities, oil and gas companies, public safety organisations, transport operators, broadcasters, enterprises as well as fixed and wireless telecoms operators. We have blue chip customers in all of these vertical markets, examples of which include the United Nations, EDF, Chevron and America Móvil.

With 80 staff currently 4RF is a dynamic company with a flat structure devoid of the politics of larger organisations. As one of New Zealand's leading technology exporters 4RF enjoys significant support from New Zealand government organisations notably from embassies, NZTE and the Ministry of Science and Innovation. We win business based on our superior products, customer service and organisational agility.

JOB SUMMARY:

The Production Manager is responsible for overseeing the production of 4RF radio products including assembly, test, integration and thermal cycling of modules and final assemblies. This involves planning, data preparation, personnel management, monitoring the production process and adjusting schedules as needed, resolution of material supply issues, and driving process and quality improvement. The primary focus for the role is to ensure 4RF product is produced on time and to a high quality. This is a hands on role, working closely with a small dynamic team.

ORGANISATION STRUCTURE:

Reports to: Supply Chain Manager
Direct Reports: Electronic Technicians and Assemblers (6)
Key Relationships: Supply chain planning and sales processing staff, quality engineer, production engineer, test engineering, and warehouse coordinator

KEY RESPONSIBILITIES:

Key Responsibilities	Key accountabilities/expectations
Production Scheduling	<ul style="list-style-type: none">• Scheduling production orders to meet the business goals• Allocation of tasks to staff• Preparing and updating the production schedule• Ensuring on-time delivery while understanding risks and costs• Day to day operational supply chain responsibilities impacting on manufacturing
Organizational	<ul style="list-style-type: none">• Ensuring that staff are trained to the required standards• Management of production staff, performance reviews and salary recommendations• Ensuring that health and safety guidelines are followed• Track competencies of staff and provide leadership and development as required to achieve the objectives
Reporting	<ul style="list-style-type: none">• Maintaining manufacturing inventory accuracy• Keeping the Sales Coordinators informed of the status of orders• Preparation or checking of configuration sheets and order entry into pipeline• Lead the weekly pipeline meeting• Transactional operations within the relevant systems
Improvements and Quality	<ul style="list-style-type: none">• Ensuring that quality targets are achieved• Continuous improvement in quality, capacity and costs
Relationship Management	<ul style="list-style-type: none">• Maintain strong relationships and credibility with peers, management and staff
Hours	<ul style="list-style-type: none">• 7:00am to 3:30pm Monday to Friday with 30 minutes for lunch• An additional 20 minutes of breaks throughout the day

QUALIFICATIONS/EXPERIENCE:

Essential:

- Recent experience working in the manufacturing environment
- Experience in managing staff and group functions
- Proven relationship management skills
- Attention to detail
- Knowledge of the Microsoft Office environment

Desirable:

- Knowledge and understanding of electronic manufacturing processes and techniques
- Knowledge of lean manufacturing processes
- Mechanically minded

Personal attributes:

- Ability to work with different people across a team effectively
- Excellent communication and interpersonal skills
- Ability to handle complex or difficult situations as appropriate
- "Hands on" attitude