



Experienced Production Manager Job Specification.

Production Manager: Ref: PD 3

TE Laboratories Ltd (TelLab)

TelLab is a chemistry company based in Tullow Co. Carlow. It is a multi-divisional company and is active in Irish/UK and European marketplace. Operations are conducted from a new purpose-built laboratory complex which includes an environmental, R&D and an oil and fuel testing laboratories. Production facilities/ laboratories also exist for the manufacturing of chemical reagents and standards.

Specialties:

Environmental and Drinking water analysis, Lubricating and transformer Oil analysis, Fuel analysis, Marker Dye Production, Custom Laboratory analysis, Manufacture of Laboratory Chemicals and Reagents, Environmental Research and Development, H2020 and other International Collaborative projects.

Overview

This new role is a key management role and will involve the management and supervision of the Chemical Manufacturing division to facilitate continued expansion and growth and to ensure efficient and timely production of goods. The successful candidate will work closely with the management team and be responsible for carrying out a range of administrative duties, scheduling of work and the supervision of processes and staff in our chemical manufacture division.

The key requirements are:

- Plan a production schedule for the job
- Implement and control a production schedule
- Review and adjust the schedule where needed
- Determine the human resources required
- Determine the material resources required
- Work out and implement standard operating procedures for production operations
- Ensure that standard operation procedures are adhered to
- Determine and implement improvements to the production process
- Monitor and review the performance of staff and organise necessary interventions for improvement
- Ensure efficient collaboration and co-ordination between relevant departments including, purchasing, sales, logistics and warehouse
- Managing busy production schedules to maximise efficiencies
- Delivery of critical deadlines
- Rostering and managing staff

The Ideal Candidate will possess:

- Strong organisational skills
- Excellent communication, both written and oral
- Excellent attention to detail
- Critical thinking and problem solving skills
- Time management
- Decision making
- Ability to work independently and as part of a team, with self-motivation, adaptability and positive attitude

Applications in writing to include a full CV to Human Resources Manager hr@tellab.ie