

# Production Supervisor

**Herrco Cosmetics** have an exciting opportunity for a **Production Supervisor** to join our team based in **Halesworth, Suffolk**.

We are offering a competitive salary



**The Job:** Working in a manufacturing environment, responsible for the overall direction, co-ordination and evaluation of the area. Ensure all machinery are set in time for production with the team and that lines/vessels are achieving optimum efficiencies and outputs at all times. Ensure all time critical jobs are completed before shutdown. Motivate and inspire your staff to achieve given targets, ensuring that all operations comply with department housekeeping and strict H&S rules. Ensuring housekeeping, quality standards, protocols and company rules and procedures are being met

## Herrco Cosmetics...

...is an innovative UK based cosmetics manufacturer, specialising in bespoke product development and formulation. For over two decades, we have been creating some of the most well-known cosmetic products in the UK, and year on year, our formulations are winning increasingly prestigious awards in top cosmetics ceremonies.

Manufacturing cosmetics and personal care products spanning skin care, bath, body, and aromatherapy products, as well as more niche markets such as mother & baby, Sun Protection factors and organics, Herrco is a thriving family business whose company philosophy is firmly rooted in providing flexible innovative solutions for our clients' production criteria.

We are now looking for a talented individual to come and join our team. We recruit people who believe in the things we do, people who are motivated, hardworking, and have a 'can do, will do attitude'.

## Essential Skills & Experiences:

- Good statistical and numerical ability
- "Can Do" mentality, problem solving
- Good standard of Microsoft packages, excel and word.
- Ability to motivate and influence people
- Good interpersonal and communication skills
- Ability to work as a part of a team as well as be self-motivated

## Production Supervisor Job Duties:

- Ensure all lines/vessels are running to optimum capacity, quality standards & made in full and on time
- Workforce planning to ensure the right numbers of people are allocated to the right duties
- Manage the staff within the area to achieve optimum results at the highest standards at all times
- Interpret specifications and job orders to workers, and assign duties.
- Assist production manager in the daily running of production, establish or adjust work procedures to meet deadlines.
- Ensure assembly of finished goods is to the specification and quality standards
- Ensure Team Leaders are performing on line quality control checks
- Maintain good housekeeping at all times within your area, helping others in other areas to ensure high standards are maintained
- Interpret company policies to workers and ensures safety regulations are followed
- Communicate daily and directly to your line manager in order to understand operational targets and to discuss any shortfalls from the previous working day. This includes equipment faults or failures being highlighted immediately to engineering.
- Cover production manager on annual leave/absence including attending meetings as required
- Manage holidays, returns to work interviews and staff performance
- Analyse and resolve work problems / assist workers in solving work problems
- Be responsible for highlighting and addressing any H&S or poor housekeeping issues

## Bulk Production Specific:

- Manage trial/pilot batches in conjunction with technical team
- Manage all rework of bulk with quality and technical team
- Any other duties as may be required by the Manager

## How to Apply:

Please email [HR@herrco.co.uk](mailto:HR@herrco.co.uk) with your CV and Cover Letter.

