



Workshop Manager

We are looking for an experienced Workshop Manager who shares our passion for a more sustainable world.

We have a great team of talented staff who are very good at their jobs and who respect and support each other. Our suppliers trust us and our customers love our products; you will become part of this supportive system and help to ensure its success.

About the Company:

Our ambition is to become a successful global office furniture and office design company through our circular economy business model that is creating positive impact on the world.

Refurbished office furniture is the core of our business, where we return used furniture to as-new condition using processes, techniques and tools that we have developed or adapted.

For more information about Rype Office please visit our website: www.rypeoffice.com

Position: We are looking for an experienced Workshop Manager to manage our production line and warehouse.

The successful candidate will supervise production (including checking quality) and warehousing for Rype Office. You will be based on our workshop floor overseeing the refurbishing team, which currently numbers five.

You will work closely with the company's Operations Manager who is responsible for the successful delivery of projects from purchasing to installation and who is an expert on refurbishment techniques.

This is an important role, responsible for maintaining the high quality and on-time delivery of our furniture.

Your key responsibilities will include:

- Overseeing production to make sure the production line runs smoothly and efficiently
- Managing workshop staff directly including attendance, performance, compliance with company policies and training/development
- Maintaining high quality standards by using our checklists
- Stock keeping, including ensure that our inventory is up to date
- Consumables management
- Tool maintenance and replenishment
- Reviewing, maintaining, documenting and implementing refurbishment processes
- Developing new refurbishing solutions through creative problem-solving, working with our Product Engineers
- Ensuring the health and safety of our production team
- At peak times, assisting with production
- Making sure that our workshop and warehouse are clean, with all tools stored in their designated places at the end of each day



Essential Criteria/Experience:

- Workshop production management experience
- Experience implementing and maintaining health and safety procedures
- Experience managing staff
- Stock / inventory management
- Experience with quality checking
- Experience using electrical and manual tools and equipment
- Operates well under pressure
- Experience using Microsoft Outlook, Word and Excel
- Eligible to work in the UK
- Full clean UK Driving License

Desirable Criteria/Experience

- Ex-military or similar experience

Location:

You will be based at Rype Office's premises at Park Royal in west London.

Package:

Your salary will be £30,000 to £35,000, depending on experience.

To Apply:

Send your application, comprising a cover note explaining why you are suitable for this role and your CV, to yanni@rypeoffice.com.