



Assistant Production Manager

Sustainable Office Furniture Company

Rype Office is a growing, award-winning office furniture remanufacturer. Our Circular Economy remanufacturing approach reduces carbon emissions by 80% and costs by 20% compared to furniture made from virgin resources.

We are seeking a full-time Assistant Production Manager for our 17,000ft² High Wycombe factory.

Position:

As Assistant Production Manager, you will assist with the management of on-time production of high-quality remanufactured office furniture.

This roll will be provided one-to-one training by the Production Manager, with the aim of you becoming a Production Manager in a two year timeframe if you achieve your competency milestones.

You will be reliable and hardworking, with a flexible can-do attitude and share our interest in recycling and reducing waste.

Location:

You will be based at Rype Office's premises in High Wycombe, Buckinghamshire.

Remuneration:

We are offering a competitive package of £30K to £40K p.a. depending on experience.

Key Responsibilities:

- Assisting the Production Manager to monitor production progress and identify and address bottlenecks
- Managing factory improvement projects
- Preparation and issuing of production plans on a weekly basis
- Reporting project production status and lead times
- Working collaboratively to ensure new product implementation trials are effectively planned
- Monitoring and managing stock levels
- Developing excellent inter-departmental relations following company policies and modern practices
- Liaise with subcontractors to manage additional capacity work, such as metal polishing, powder coating, 3D printing and upholstery.

- Work closely with the Production Manager to develop robust cycle times
- Identifying and implementing improvements in Rype's production planning processes and systems
- KPI production to include, but not limited to:
 1. Work centres capacity
 2. Material lead times & availability
 3. Manpower & availability
 4. Finished goods stock holding
 5. Slow moving stock

Essential skills and attributes to perform the role:

- Proven experience leading teams
- Good knowledge of production planning and quality control principles
- Manufacturing knowledge
- Effective communication skills (oral, written and presentation)
- Decision maker and problem solver
- Focused on quality and have an eye for detail
- Self-motivated and well-organised
- Caring and respectful of the environment
- Proficient in MS Office (Excel, PowerPoint, Word, Outlook)
- Good teamwork skills
- Eligible to work in the UK

Desirable skills, experience and qualifications (but not essential):

- First Aid training

To Apply:

Send your application, comprising a CV and a cover letter sharing with us your experience and why you are the best candidate for this role to jobs@rypeoffice.com.

We look forward to hearing from you.