



NORBAR TORQUE TOOLS LTD

JOB DESCRIPTION

JOB TITLE: PROCESS MANAGER
– TORQUE WRENCH ASSEMBLY

RESPONSIBLE TO: HEAD OF OPERATIONS

PURPOSE OF THE JOB: To deliver product of which we are proud, in a timescale that the customer appreciates.

KEY TASKS:

1. To promote and maintain a safe working environment, in line with the company Health and Safety Policy, through proactive observation, education and guidance of all staff.
2. To maintain and where possible improve product quality with the input of colleagues in the Engineering, Procurement, Manufacturing and Quality functions.
3. To work with the Head of Operations as well as Sales and Planning teams, using the Integrated Business Management process to agree and achieve product delivery objectives.
4. To actively promote Rapid Continuous Improvement in conjunction with Finance and other departments, seeking ways of making our products more effectively and measuring improvements.
5. To ensure that we manage and support people in line with our philosophy and policies by working with the shift managers and Human Resources, including the identification and provision of necessary skills and resources.
6. Any other tasks as required by the Head of Operations.