



Operations Coordinator

DEPARTMENT: Operations

SUPERVISOR: Operations Manager

DIRECT REPORTS: N/A

Position Summary

The Operations Coordinator supports the day-to-day operations of our manufacturing facility by ensuring production schedules are met, materials and resources are properly allocated, and operations run smoothly and effectively. In addition, they will track performance progress against actions and compare plan versus actual results. The candidate will help identify organizational priorities and capabilities while establishing tasks, performance expectations, schedules, milestones, and resource needs. The role will require a focus on inter-departmental KPIs to effectively organize resources in alignment with performance targets.

Minimum Qualifications

Experience:

- Experience in administrative roles preferred, although full training will be provided.

Knowledge:

Preferred:

- Knowledge of KPIs and methods for performance tracking and reporting
- Strong understanding of manufacturing operations, including production planning, workflow coordination and inventory management
- Awareness of Lean Manufacturing, Six Sigma, and 5S principles

These are not essential as full training will be provided

Skills:

- Have good communication and computer skills
- Have a problem-solving mindset with a hands-on approach
- Be organized and results-driven
- Ability to work under pressure and own initiative
- Accuracy and strong numerical skills

Job Responsibilities

- Coordinate daily production schedules, workflow, and resource allocation to meet manufacturing targets.
- Monitor inventory levels of raw materials, components, and finished goods; coordinate with procurement and warehouse teams to avoid stockouts or overages.



- Input all production costs onto the system, and jobs onto data base to be highlighted once dispatched.
- Conduct a contract review on all incoming orders and maintain day to day contact with customers.
- Place purchase orders as required and liaise with Procurement to maintain re-order levels.
- Create job packages and install onto the ERP system.
- Assist in implementing and improving operational procedures to increase efficiency and reduce waste.
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- Track key performance indicators (KPIs) and generate reports on production performance, downtime, and other operational metrics.
- Support the onboarding and scheduling of shop floor staff and contractors.
- Ensure compliance with health and safety regulations and company policies.
- Address and escalate any operational issues that may impact delivery timelines or product quality.
- Attend briefing meetings and liaise with other departments to collate information and expedite materials.
- Participate in audits, inspections, and continuous improvement initiatives (e.g., Lean, Six Sigma, 5S).

Internal and External Relationships

Operations
Production
QHSE
Stores