

## **PRODUCTION AND OPERATIONS MANAGER**

At Griggs, we manufacture and deliver roof trusses, joists and timber frame house kits, and are a division of the Kellaway Group which is a privately owned and managed business. Griggs and the Kellaway Group of businesses are ambitious and have a strong and determined approach to growth.

To help us meet the growing demands of our business, Griggs Timber Company in Gloucester is seeking a Production and Operations Manager to join and lead our friendly and experienced team.

To support our continued growth and to achieve our strategic company goals, we have many development opportunities available at all levels of the business. For the right candidate, this is an excellent opportunity to work in a growing business, with the scope to grow, develop and progress within the Griggs business and the Kellaway Group.

**Salary £45,000-55,000 per annum depending on skills and experience, plus bonus and an extensive benefits package**

### **PAY AND BENEFITS**

- Job security
- Annual performance bonus
- Private Medical Insurance and Critical Illness Cover
- A generous holiday package
- Contractual sick pay scheme with sick paid from day one
- Group pension scheme
- Life insurance scheme
- Cycle to work scheme
- EAP which includes GP appointments, counselling, physiotherapy, life coaching, savings and discounts

### **HOURS**

- Basic 45 hours Monday to Friday hours between 7.30am and 5.30pm
- At this level a flexible approach to work and hours is expected
- Some Saturdays when required by levels of business
- Stocktake weekend once a year

### **REQUIREMENTS**

- Excellent customer service skills essential
- Good communications skills with the ability to communicate effectively at all levels
- Ability to communicate and coordinate effectively between teams and departments
- Solution based approach with a positive and proactive outlook
- Ability to lead and work as part of a team
- High attention to detail and well organised and structured approach
- Good time management skills and ability to prioritise
- Knowledge of the timber / construction industry would be advantageous but attitude and enthusiasm are much more important

### **MAIN PURPOSE OF THE ROLE**

- To support achievement of financial and performance budgets for the business
- Formulate and implement best practice in managing the operations of the business alongside the business manager
- Deputising for the business manager when absent

## **MAIN DUTIES AND RESPONSIBILITIES**

- Meeting production targets and delivering excellent customer service
- Assisting in management of business financial performance supported by business departments and group head office
- Recruitment and retention of production, yard and transport staff
- Management of production team including absence, coaching and mentoring, staff career progression, performance management, conduct management and staff welfare
- Close liaison with management team to support internal customer service and team working
- Ensure full compliance with FSC & PEFC criteria, UKCA quality standards, and Environmental Agency requirements through comprehensive implementation, regular audits, staff training, and thorough documentation across all relevant products, processes, and supply chain operations.
- Stock management
- Implementation and management of production schedules
- Scheduling of deliveries, including liaison among the sales, design, and production teams
- Managing transport operations by ensuring vehicle efficiency and driver compliance with safety and legal requirements
- Managing production team and machinery to optimise efficiency and maintain safe operations
- Ensuring production machinery is maintained in a safe, working condition complying with budgets and company procedures
- Forward planning of maintenance and budget requirements
- Ensure all areas of business operations are adhering to health and safety requirements.
- Proactively and positively promote and encourage good health and safety culture.