



## **Job Description for Production Controller**

### **Overview**

Chess Dynamics is an established Leading Design & Manufacturing business, with several sites across the UK. Our product range is cutting-edge and services the surveillance and defense industries with products that aid specific client requirements - driving innovation is at the heart of everything we do.

Due to expansion, we are currently recruiting for a Production Controller to be responsible for the planning, coordination and control of all production within Chess. The position is responsible for the planning of manufacturing requirements generating a requirements plan from Sales Order Info and working with the supply chain team to organise purchases to meet customer demand and delivery requirements.

### **Key Responsibilities:**

- Take Sales Order Information and generate Production Requirements and Planning.
- Establish Purchasing and Production needs to achieve time and cost criteria for each project.
- Planning overall manufacturing requirements on a multi project basis.
- Organising kitting for shop built assemblies ensuring kits are in a suitable state for manufacture.
- Organising purchase of necessary components with Purchasing.
- Progressing Purchasing and if necessary Suppliers to achieve timely delivery of goods.
- Organising delivery documentation ensuring all customer order requirements are met.
- Liaise with Production/Manufacturing Engineering on manufacturing procedures and problems.
- Assist with the planning of the internal Machine Shop.
- Prepare cost to date and cost to complete reports.
- Assist with the generation of new procedure, methods, and flow diagrams for the MRP system.
- Ensure that all documentation is in accordance with BS EN9001.

### **The Successful Applicant:**

- Ideally HNC qualified or equivalent in Engineering, Manufacturing or Production.
- Previous experience of production control in a highly regulated environment with electro-mechanical equipment is highly desirable.
- Ability to read manufacturing drawings is required.
- Experienced in the use of ERP/MRP systems.
- Excellent planning, organisation and time management skills are required for this role.
- A background in an engineered to order/build to order production environment is desirable.
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### **What's on Offer**

A competitive salary with benefits including 26 days Annual holiday (Plus Bank Holidays), Contributory Pension, Income Protection, Childcare Vouchers and a High-Street Discounts Scheme.



If you are interested in applying for this position, please forward your CV and Covering Letter to [recruitment@chess-dynamics.com](mailto:recruitment@chess-dynamics.com)