



Production Control Trainee

Job Description

We are currently looking for a Trainee Production Control Assistant to join our team.

The main responsibilities of the role will be to:

- Enter orders onto the production system and acknowledge orders to customers.
- Produce production cards in line with production planned dates.
- Arrange imports and exports, ensuring all documentation is correct.
- Monitor the progress of parts in production, ensuring that all orders are to plan.
- Work with suppliers to ensure delivery expectations are met.
- Raise subcontract purchase orders for 3rd party processes, and book in subcontracted deliveries.
- Respond to customer and supplier enquiries as required via telephone and email.

Skills and Experience

- A team player with a pro-active approach and the ability to work on own initiative.
- A good communicator, who is able to deal effectively with customer and supplier enquiries.
- Computer literate with an excellent working knowledge of Microsoft Office.

The salary for this position will be dependent on the skills and experience of the successful candidate.

To apply for the position please forward your CV to: Lindsey Braimbridge, HR Administrator lindseybraimbridge@lestercast.co.uk