

**Job Reference:**  
**Job Title:** Production Manager  
**Reports to:** Sign Build Manager & Production Control Manager  
**Closing Date (If applicable):** N/A  
**Start Date:** ASAP

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**Hanover Displays Limited** is a worldwide, leading manufacturer of passenger information systems for the public transport industry. All design and development, and the majority of production, is carried out at our head office in Lewes, East Sussex.

We are proud to have a friendly open environment in our Operations department and are looking for a talented individual to join us at an exciting time of growth and technological & organisational change.

A competitive salary package is available, including contributory pension scheme, private medical insurance, company laptop, phone, all required tools and a minimum of 24 days holiday per annum. We offer a long service scheme with your holiday increasing to a maximum of 29 days per annum.

Hanover's global sales are now £60m / year and our production team are integral to the continued success and growth of our business. The successful candidate will be flexible with a positive approach to the work environment and supporting the wider teams across the business.

<b>Brief Summary</b>	<p>The Production Manager is involved with the planning, coordination and control of the manufacturing and assembly processes. Ensuring the status of each works order is known and processed in line with delivery dates.</p> <p>They will oversee that goods and services are produced efficiently and that the correct amount is produced at the right time, to time and at the right level of quality. The Production Manager will understand material supply and actively consult with our purchasing team to reduce the impact of material shortages. They will recognise when key parts are due and inform senior management if any shortages will impact the delivery of a product.</p> <p>A large part of the role will involve dealing with people, particularly those who work in the production team therefore sound and respected relationships must be maintained. Having a positive can-do attitude towards all aspects of the role will set the standards of commitment expected of the production team.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Overseeing and supporting the production teams, working to a production schedule and ensuring all processes within production conform to the quality management system</li> <li>• Working out the human and material resources needed to orchestrate a smooth flow of work ensuring bottlenecks are minimized</li> <li>• Monitoring the production processes and schedules ensuring a thorough knowledge of the business system is maintained.</li> <li>• Being involved with the selection and maintenance of equipment and tools</li> </ul>

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	<ul style="list-style-type: none"> <li>• Monitoring product standards and assisting the quality department when required;</li> <li>• Liaising among different departments, e.g. sales, material control, managers, QA, HR and covering for other production managers during periods of absence;</li> <li>• Working with other managers to implement the company's policies and goals;</li> <li>• Ensuring that health and safety guidelines are followed and a high level of housekeeping is maintained;</li> <li>• Supervising and motivating a team of workers to ensure staff maximize their potential;</li> <li>• Reviewing the performance of staff by contributing to staff appraisals, disciplinary processes and recruitment</li> <li>• Submit weekly timesheets and supporting documentation.</li> <li>• Identify training needs and complete induction of new employees when required</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Production quality</li> <li>• Keep the production targets and promises</li> <li>• Satisfy customer requirements in maximum possible way</li> <li>• Make sure that the production departments are working in a safe manner</li> <li>• Drive forward the efficiency of the departments</li> <li>• Keep to the safety regulations and ensure that ESD precautions are observed.</li> <li>• To lead the environmental requirements within the department</li> <li>• Participate in QMS/ISO systems implementation and their regular maintenance</li> </ul>
<b>Tasks</b>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Ensure products are produced on time and to the required quality standard. Set a high standard of positivity, professionalism and work ethic, create a happy motivated team ensuring good examples are demonstrated.</li> </ul> <p><b>Sales/Planning / Production/Engineering &amp; Purchasing</b></p> <ul style="list-style-type: none"> <li>• Working closely with sales &amp; purchasing planning production to ensure products are delivered on time as requested by the customer.</li> <li>• Resolve general quality and technical problems, e.g. process sheet queries and communicate with the various departments in resolution of same.</li> <li>• Communicate with all departments as necessary to ensure effective planning.</li> <li>• Attend and contribute to planning meetings as necessary.</li> </ul> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>• Ensure that all quality procedures are adhered to at all times and that quality issues are dealt with immediately.</li> <li>• Ensure that QMS forms are filled out within your scope of responsibility with respect to monitoring targets, objectives.</li> <li>• Pro-active approach while dealing with Customer Complaints, in line with instructions of the Quality department</li> </ul>

	<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Maintain the working area in a safe manner at all times and ensure that operators are working in a safe manner.</li> <li>• Set high standards of house keeping</li> </ul> <p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Ensure that documentation in your scope of responsibility is controlled and completed at all times.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Communicate with teams and departments as necessary</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Good leaderships &amp; organizational skills</li> <li>• Computer literate (MS-Word, Excel, Internet / E-mail)</li> <li>• Sound knowledge of engineering, manufacturing and PCB/SMT terminology</li> <li>• Ability to read engineering documentation</li> <li>• Good working knowledge of company systems and policies</li> <li>• Flexibility where appropriate</li> <li>• To be quality conscious and have a good understanding of IPC standards</li> <li>• A thorough awareness of any safety issues</li> </ul>

**Contact Information:**

Email us with your CV including details of your qualifications, experience and availability at [Recruitment@hanoverdisplays.com](mailto:Recruitment@hanoverdisplays.com)