

JOB VACANCY

TRAINING & CONTINUOUS IMPROVEMENT COORDINATOR

(REF. TCI/01/19)

Since its formation in 1978, Moore Concrete Products Ltd has developed into a world class, quality focused, precast concrete manufacturer, based outside Ballymena. The company is customer focused, ensuring the continued evolution of our extensive product range, designed to meet the requirements of civil infrastructure, agriculture and building customers, across the UK & Ireland. Moore Concrete employ 130 people, and are committed to continuous investment, in a combination of modern office and factory facilities, people skills, design expertise and manufacturing experience. We are proud to have been involved in numerous prestigious Road, Rail, Marine, Coastal, Construction, Flood Alleviation, Water, Energy, Agricultural, Commercial and Housing projects.

Due to company growth, we are currently recruiting for a full-time Training & Continuous Improvement Coordinator to join our expanding team. Working as part of a wider quality assurance team, the successful candidate will be responsible for a wide range of training and improvement activities in line with the departments KPIs and company's World Class vision. The role will involve coordinating all training and standard operating procedure compliance, using root cause analysis to determine and implement improvement to current processes and adherence to these, and utilising Kaizen and LEAN manufacturing techniques and strategies.

Company benefits: An attractive salary and attendance payment package will be offered to the successful candidate. Company benefits include free car parking, pension, healthcare scheme, performance related pay, holidays and cycle to work scheme.

Hours of Work: Standard hours will be Monday to Friday 8.00 – 5.00pm. 40 hours per week.

Key responsibilities of the role include:-

Identifying training needs across the company in line with continuous improvement plans and company growth, create training plans with each manager and assure the delivery of these plans.

Conducting Root Cause Analysis in analysing non-conformances to identify further training needs/opportunities for improvement.

Developing schedules for various training programmes, using the appropriate delivery methods, and ensuring these are actioned effectively with line managers.

Working with internal and external training providers ensuring statutory legal requirements are met within budget and on time.

To assure effective use of the current Lean daily management systems by Unit Leaders, Team Leaders and their Operators.

Carry out regular Lean audits to assure compliance, including housekeeping standards, and coach improvements with all staff.

Establishing SOPs and standard operating times for operational processes and using this information gained through workshop studies and staff engagement exercises to reduce non-conformances and to support methods of improvement.

Working closely with HR in maintaining training records using PAMS software, ensuring all necessary documentation is up-to-date and signed by all relevant team members as required.

Any other duties, within reason and capability, as determined by the Technical Manager.

Essential Criteria:

3+ years experience in a similar training role within Manufacturing / Construction
Degree level qualification in relevant discipline
Proven track record conducting root cause analysis and driving continuous improvement initiatives
Experienced in implementation of Kaizen and LEAN manufacturing techniques
Experience of establishing SOPs and standard operating times
Driven individual with a strong work ethic and ability to work to own initiative
Strong business acumen and commercial awareness
Excellent communication skills both written and oral
Strong organisational skills and ability to prioritise workload
Excellent IT skills

Desirable Criteria:

Experience of using PAMS software
Experience of ISO accreditations and audit processes

Closing date for applications: Friday 25th January 2019

Please contact Nicola on 028 2565 2566 or email Nicola.Mowbray@moore-concrete.com for an application form.

Moore Concrete is an Equal Opportunities Employer

