We’re looking for a “Proactive Problem Solver - PPS” (or Production Co-Ordinator)

Do you love organising things, keep lists and manage them, like to run your own show [as part of a great team]…. And bring everyone along for the ride?

As a business we’re focussed on individual growth, as part of a great team. We make joinery, fixtures, fittings and other great products for some of the worlds best brands and an opportunity has arisen for the right person to control this process end to end.

Working with our internal design team, across multiple suppliers throughout the Asia Pacific Region, and clients globally, your attention to detail will be rewarded with super happy clients.

The day to day of this role goes something like -

* Creation and Reconciliation of Purchase Orders
* Ownership & management of supplier relationships
* Daily Communication with offshore supplier base
* Accountability for order accuracy
* Managing production schedules
* Quality control of production, inc QC reports
* Engagement in the strategic direction of the business
* External stakeholder relations
* Entry of Data and Maintaining Production Software System, i
* Tender Analysis and preparation of Quotations.
* Freight arrangements globally

We’re looking for the the sort of person that is going to slide into this role, find their feet and let us know what they are doing to create a successful partnership with the business.

* You are innately organised
* You love Lists and checking things off them
* You get timelines + thrive on deadlines
* You exude Confidence dealing with leadership teams and other team members
* You have Strong excel skills & comfortable with numbers
* You Understands production timeline
* You have a background that involves production (of products)
* You’re the one at the party that also solves the brain teasers
* You have a meticulous attention to detail and compliance
* You get excited by getting things done
* You have common sense, and can apply it.

If the above sounds like you, work out how you can stand out by applying for this role in a way that makes us stand up and take notice……..!