# JOB VACANCY:
# PRODUCTION & LOGISTICS CO-ORDINATOR

You will be working to lead production and logistics co-ordination at Axion Polymers, Salford. The role entails providing the necessary support to the production team to ensure plant runs effectively and organising transport for customer orders.

LOCATION: Salford

WORKING HOURS: 42.5 hours per week, 06:30 - 15:30, Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

- Communicating with transport companies, for best price and scheduling for deliveries for our customers.
- Produce dispatch notes for customers from Salford and Tenax Warehouse and administrate accordingly.
- Assisting with warehouse co-ordination.
- Manage the production scheduling to ensure we meet customer delivery dates.
- Schedule all orders on the order planner.
- Produce all paperwork and labels for the plant.
- Enter daily mass balance details and wet area running hours on a daily basis and all other machine running hours weekly.
- Communicating with suppliers of additive and packaging to negotiate a better price before raising a purchase request.
- Ensure all Salford consumables are replenished, including fuel for FLTs and the Cat truck, pallets, material packaging (bulk bags, bins) and plant additives, office stationery.
- Ordering cleaning products.
- Assist Site Manager and Site Operations Lead with documentation requirements or admin support when required.
- Ensure safe working practices at all times.
- Any other duties as required by line manager.
- Helping to control PPE and ordering PPE for all at Salford, getting them to right staff members.
- Receipting all incoming goods at Salford site and scanning all delivery notes to SharePoint and making sure the items get to the correct person.
- Sorting all queries for discrepancies/ prices changes, missing lines.
- Collate and send Cat hours on a weekly base, to Maintenance Team Leader.
- Work in line with the company's Mission, Vision and Values.
- Organisation and delivery of all samples to customers via UPS.
- Organisation and delivery of lab samples for external analysis and other interested parties.
- All site-specific transport activities, including co-ordinating transport from Trafford Park to Salford.
- Month end stock take at Tenax Warehouse.
- Assist with forklift truck tasks in the warehouse when necessary.

ESSENTIAL SKILLS AND QUALIFICATIONS

- Experienced in a production environment.
- Positive, can- do attitude and self- motivated.
- Well organised and work well under pressure.

- Computer skills experience in Word and Excel.
- Excellent attention to detail.
- Excellent interpersonal skills.
- Forklift truck license – training will be provided.

APPLICATIONS:

Please either complete an application form or email your CV and covering letter to: recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:
HR Department, S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

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NO AGENCIES PLEASE.