

Job title – Operations Administrator

Department – Scheduling & Planning

Reports to - Jeremy Tissaweerasinghe (Scheduling & Planning Manager)

Job summary

Reporting to the Scheduling & Planning Manager, you will be supporting various departments within the business, ensuring the efficient day-to-day operation of the business by delivering comprehensive administrative support, maintaining and managing data, and facilitating effective coordination across departments.

Key responsibilities

Projects Team

- Input orders across various Fibron systems
- Maintain and update system folder trackers
- Provide After-Sales administrative support, including timesheets, client purchase order follow-ups, and updating hours and expenses

Manufacturing Team

- Create and maintain worksheets using Excel
- Print and scan production worksheets
- Issue production schedules and worksheets to the shop floor
- Update and maintain the Operations Meeting sheet

Procurement Team

- Input and manage labour hours on our Enterprise Resource Planning (ERP) system Macola
- Supporting the monitoring of labour efficiency against planned targets
- Manage closing purchase orders and shop floor orders
- Document scanning and uploading

Test and Termination Team

- Supporting routing creation and releasing Bill of Materials (BOMs) to the shop floor using ERP system.
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Qualifications

Minimum requirements of English and Maths GCSE level 4 (C and above)

Preferred skills

- Previous work experience in an office environment
 - Has worked within a manufacturing environment
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Key competencies required

- Strong written and verbal communication skills
 - Ability to work both independently and collaboratively within a team
 - Effective time management and organisational skills
 - Excellent attention to detail with a high level of accuracy
 - Proficient in computer use, with strong working knowledge of Microsoft Office, particularly in Excel
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About Fibron

Fibron BX is a major designer, manufacturer and global provider of cables and umbilicals for use in some of the planet's most challenging and harsh environments.

Established in 1986, the company has built considerable in-house design expertise and developed manufacturing facilities capable of producing a broad range of products for some very diverse applications.

At Fibron our expertise crosses several different industry sectors, and we have a particular strength in the design and development of prototypes, supplying products to major operators and contractors globally and places great emphasis on developing strong and long-term relationships with both our customers and suppliers.

Offering the highest levels of customer service is deeply ingrained into the culture of the business. We have an excellent track record of meeting and exceeding our customers' expectations, and we have a very high level of customer satisfaction, which drives loyalty and repeat business.

Benefits

- 25 days annual leave
- Private Medical Insurance
- Medical Cash Plan
- Pension Scheme
- Employee Discounts
- Bonus scheme
- Free parking
- Salary dependant on experience.

Working Hours

Monday to Friday 8.30am-5pm

To apply

Please send an up-to-date CV along with a covering letter explaining why you're interested in this role to jobs@fibron.com.