



**Job Title:** Production Supervisor

**Company:** Tracey Concrete

**Location:** Enniskillen or Belcoo

**Job Type:** Full-Time

**Job Summary:**

As a Production Supervisor at Tracey Concrete, you will be responsible for overseeing factory production, ensuring production targets are met while maintaining the highest quality standards. You will also play a key role in leading health and safety initiatives, managing personnel, and maintaining efficient stock and material levels. If you have previous experience in a similar role, strong organisational and people management skills, and a commitment to achieving targets, we encourage you to apply for this position.

**Key Responsibilities:**

- Manage factory production to meet customer orders and company production targets.
- Ensure all products adhere to quality standards.
- Monitor and maintain operational efficiency, minimising downtime, and recording any interruptions accurately.
- Lead all health and safety activities, including risk assessments, accident reporting, and investigations.
- Ensure strict adherence to health and safety systems and procedures by the production team.
- Promote a culture of safety and continuous improvement within the production environment.
- Effectively manage employees, addressing any personnel issues that may arise.
- Foster a positive working environment, emphasising teamwork and motivation.
- Manage stock and material usage, conducting regular stocktakes to maintain appropriate stock levels to meet customer demand.
- Communicate any issues resulting from non-conformance promptly to senior management.
- Ensure compliance with all company rules and regulations.
- Collaborate with senior management to implement necessary changes for process improvement.

**Other Duties:**

Undertake any reasonable requests made by management.

**Benefits:**

- Competitive basic hourly rate for the first 40 hours.
- Overtime opportunities.

- Contributory pension scheme.
- Training provided.
- Personal protective equipment (PPE) provided.
- Permanent role with career development potential.

**Essential Criteria:**

- Previous experience in a similar supervisory role.
- Strong planning, organisational, and time management skills with the ability to prioritise tasks systematically.
- Excellent communication and interpersonal skills.
- Demonstrated hardworking, conscientious, and initiative-driven attitude.
- Ability to work effectively under pressure in a fast-paced environment.
- Knowledge of working to and achieving targets and quality standards.

**Desirable Criteria:**

- Proficiency in Microsoft Word, Outlook, Teams and Excel