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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description – Race Production Administrator

SUMMARY

An exciting opportunity to become an integral part of the EBC Race Team. Answering to the Production manager, the role will consist of a variety of administrative duties using our SAGE manufacturing system to set up new parts, create and update BOMs, monitor stock levels and produce works orders for the Race Production Team, then build and close the works order on completion.

Excellent communication skills will be essential as you will be at the very heart of the team and the candidate will need to provide ETA's to Sales and Technical staff and maintain professional relations with both suppliers and sub-contractors. This will include producing purchase orders and chasing suppliers and sub-contractors for prompt delivery.

The Candidate will need to be confident and well organised, attending, and minuting production meetings. A comprehensive knowledge of Microsoft Excel will be required as you will be asked to produce regular reports on the team's output, as well as any other relevant tasks as directed by the Production Manager.

Hours: Monday–Thursday 08:00-17:00 Friday-08:00-13:00 (39 hours per week).