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

Administrator - Race Production Team

GENERAL SUMMARY

The role will encompass a variety of administrative and support duties to assist the Race Production Team and the Product & Technical Development Manager. The role will encompass the setting up and monitoring of product stock levels through Sage, hence the ideal candidate will have several years of experience in SAGE or another similar business software which will allow them to 'hit the ground running'.

This role is ideal for someone who can multi task, is extremely well organised and can act as a central point of contact for production and the manager. There is a direct need to provide clear and informative updates in person, via email and in weekly team meetings, for which concise meeting minutes must be taken and distributed afterwards. A positive, can-do attitude is a must, along with an aspiration to develop product knowledge in a new but rapidly growing team.

Product specific training on Sage and production procedures/practices will be provided, however it is essential that the candidate has a strong grounding in Sage or similar business software.

PRIMARY RESPONSIBILITIES

General Administration

- Compile agendas and attend team meetings, take and distribute minutes/action plans in a timely manner;
- Monitor actions and follow up with action owners to ensure tasks are completed within the deadline and any issues are escalated/dealt with promptly and pro-actively;
- Take on project work as required;
- Submit monthly expenses for the line manager;
- Manage Technical & Product Development Manager's diary arrangements including both internal and external meetings;
- Manage Technical & Product Development Manager's e-mail, telephone and postal correspondence efficiently; prepare responses as required;
- Occasionally prepare the Board Room and/or documents, refreshments/lunches in advance of meetings; ensure all of the participants are fully prepared for meetings;
- Look after visitors; collect them from Reception and escort them to the relevant room or office and provide refreshments;
- General ad-hoc administration; filing, typing, scanning, etc.;
- Any other task as assigned by line managers.

Production Administration

- Create component part numbers, with associated warehouses and create bill of material records (BOM's) for the finished goods, including obtaining information from drawings and other technical staff about operations and timings;



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- Create and maintain BOM's based on information provided by engineering or technical staff;
- Update existing BOM's with new components, deletions and quantity changes and amend operations and timings as appropriate;
- Raise Works Orders and detail on the WO the priority and customer name as necessary;
- Allocate and Issue Works Orders;
- Raise Sub-Contract Purchase Orders and expedite the goods back;
- Provide ETA's to the Sales Administration and Technical Departments;
- Ensure that supply dates are monitored and met, advising when dates will not be met;
- Complete and close Works Orders at the end of each stage of their production;
- Ensure the maximum amount of WO's are closed on Sage for the nominal postings to go through on a weekly and month end basis;
- Provide line manager with visibility over work-in-progress, material, component and consumable availability;
- Plan for and oversee all aspects of stock control functions including purchases, stock transfers, additions, write-offs and stock taking;
- Maintain adequate levels of stocked and controlled components to meet anticipated production demand, adjusting order review points to minimise shortages or overages;
- Build relationships with new and existing suppliers for current and new products;
- Produce various reports in Excel and Word;
- Ensure Team Leaders complete relevant forms for the Management and Payroll (holidays, overtime, absence, Works Order and Quality/Production information);
- Enable effective communications between Line Manager and production teams;
- Various filing, scanning and typing duties;
- Perform other duties as assigned or as the situation dictates.

KNOWLEDGE AND SKILLS

- Very capable administrator in Microsoft Word, Outlook and Excel;
- Ability to multi-task and forward think;
- Highly organised with the ability to manage time and projects effectively;
- Confident and skilful in communicating with a variety of people at all levels and in different formats;
- Excellent time management skills;
- Ability to follow instructions/guidance and communicate information in a timely manner;
- Interested in obtaining an in-depth understanding of the department and business, demonstrating the initiative to find out the information required to complete tasks;
- Self motivated, organised, methodical and fast thinking;
- Proactive and confident with a positive "can-do" attitude;
- Must be able to work unsupervised using own initiative, working to deadlines;
- Maintain personal boundaries and unshakable confidentiality; trustworthy and discreet;
- Calm under pressure and extremely professional in all aspects of conduct and performance;
- High level of arithmetic, reading and writing skills required;
- Professional and friendly approach when facing customers;



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- Communicate and shares information positively and precisely to both line managers and production workers;
- Thorough and confident to ask relevant questions about processes and engineering practices;
- Self-motivated and able to work proactively both independently and as a member of a team;
- Comfortable working in a small/medium size business where you need to be flexible and quick thinking;
- Ability to react to change appropriately;
- Previous skills and experience in working in a manufacturing engineering environment preferred;
- Kitting, Bill of Materials (BOM's), Drawings, Change Orders and procedures experience preferred.

WORKING CONDITIONS

Full time position based at the EBC World Headquarters in Northampton.

Working conditions are normal for an office environment with the need to go into the warehouse and production areas.

HOURS OF WORK

Monday - Thursday, 08:30 - 17:30, Friday 08:30 - 15:30 (30 minutes unpaid lunch break each day).

Total 40.5 hours per week.

BENEFITS

- 28 days annual leave, inclusive of Bank Holidays, with a Long Service Award Scheme (additional 5 days holiday entitlement after 10 years of service)
- Uniform provided
- Free on-site secure parking
- Staff discount for family use
- Pension Scheme
- Child Care Voucher Scheme