

Job Title: Assistant Workshop Manager

Reporting To: Workshop Manager

Location: Marcon Specialist Joinery Workshop, Antrim

Job Summary

Permanent/ Full-time

We are seeking a dedicated and experienced Assistant Manager to support the daily operations of our joinery manufacturing workshop. The Assistant Manager will work closely with the Workshop Manager, ensuring the efficient production of high-quality joinery products, overseeing the team, managing resources, and maintaining safety and quality standards. This role is ideal for someone with joinery experience, knowledge of woodworking machinery and a passion for manufacturing.

This is an excellent opportunity for a strong motivated person, with a good work ethic and time management to join our highly skilled workforce.

Responsibilities and Duties

- Assist the Workshop Manager in supervising a team of joiners and apprentices.
- Work with the design team to ensure technical drawings are accurately followed.
- Collaborate with the Workshop Manager to allocate tasks and manage workflow based on priority
- Oversee daily production, ensuring optimal use of resources, materials, and personnel and resolving any issues that could cause delays.
- Provide Contract/ Project Managers with project updates and lead times
- Conduct regular quality checks on completed joinery work in line with ISO 9001 to ensure it meets the company's standards and client specifications
- Maintaining a safe working environment by ensuring compliance with all health and safety regulations.
- Conduct regular safety inspections on all machinery and tools in line with ISO 45001 and enforce good safety protocols through ongoing toolbox talks.
- Attendance at Health & Safety Meetings
- Carry out site inductions for all new staff, and issue PPE
- Maintain accurate production records, inspection reports, training matrices, calibration reports etc in line with ISO and assist during annual compliance audits
- Knowledge of Autocad

Skills and Experience

- Proven experience in a joinery or woodworking workshop
- Understanding of joinery techniques, woodworking machinery, and materials.
- Solid understanding of health and safety regulations within a manufacturing environment.
- Competent in using workshop software and Microsoft Office suite.

A certification in joinery, or health & safety would be advantageous.

Salary and Benefits

- Competitive Salary (depending on experience)
- Competitive Pension scheme
- Enrolment on Private Medical insurance after completing one year of employment.
- Additional days holidays pending length of service, up to a maximum of 5 additional days.
- Team Building and Health and Wellbeing Activities
- Training and development opportunities
- Free Parking

If you are interested in applying for this position, please send your CV to humanresources@marconfitout.com

Marcon are an Equal Opportunities Employer.