



Position: Production Coordinator
Location: Wednesbury, West Midlands
Salary: £25,000 Per Annum
Contract: Permanent
Closing date: January 19th, 2022

About us:

West Midlands Metro is the region's popular and growing tram network, operated by Midland Metro Limited (MML). MML is owned by the West Midlands Combined Authority. It is an inspiring time for MML as the Combined Authority delivers a £1.3 billion investment plan set to significantly expand the tram network, bringing even greater connectivity to people, places, and business.

About the role:

We have an exciting opportunity for a Production Coordinator to carry out planning and administration duties to ensure the tram fleets are correctly maintained and that all safety requirements are adhered to at all times. You'll confidently liaise with both internal and external stakeholders to ensure that all necessary work is carried out on time. With an organised approach to work, you will create depot work and fleet maintenance plans, reviewing them with the Manager and Team Leaders to ensure production targets are met as efficiently as possible.

Within this role you will:

- Help to ensure production targets are met through effective planning and management of resources.
- Manage the production shift roster and staff annual leave/TOIL requests.
- Identify training and other resource needs to facilitate production in the most effective way.
- Ensure all documentation for contractors, such as work permits, and forms are completed prior to work commencing.
- Ensure IT systems, Agility and SharePoint are kept up to date and resolve any issues the production team may have.
- Carry out document control on behalf of the Rolling Stock department.
- Produce weekly and monthly KPI's relating to fleet production.

About you:

Our ideal candidate will have:

- Demonstrable experience in a planning or coordinating role within an engineering environment.
- Good level of education (min 5 GCSE's grade A - C).
- Excellent attention to detail, including making accurate records either computer or paper based.
- IT literate.
- Outstanding Safety Awareness gained through working in a safety critical environment.
- Prior office management experience.
- Full UK Driving Licence.

What we offer in return?

- Competitive Salary.
- 25 days holiday + bank holidays.
- Free travel on West Midlands trams and buses for you and your partner.
- Contributory Pension Scheme.
- Life Insurance.
- Discounted Gym Membership.
- 24/7 365 Employee Assistance Programme (EAP).
- Company Uniform.

If you are looking to start the new year with a new role, we'd love to hear from you! Please send a copy of your CV and Covering letter to Recruitment@westmidlandsmetro.com

Application Questions:

Do you have demonstrable experience in a planning / coordinating role?
If yes, was this gained within an engineering environment?

Do you have any previous office management experience?

Do you have 5 GCSEs or equivalent (grade A - C)?

Do you have a full, UK driving licence?

Please confirm your Microsoft Excel proficiency. (No knowledge / experience - Limited knowledge / experience - Good knowledge / experience - Strong knowledge / experience - Expert)

What is your notice period?