



Rees Machinery Group Ltd
Unit C, Mochdre Industrial Estate, Newtown, SY16 4LE
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Manufacturing Assistant

RM Group specialise in the supply of process and packaging machinery to various industries across the UK and overseas. The company has grown rapidly within the last few years and we are continually looking for aspiring individuals to join our dynamic team.

Brief Job Description

Currently we have an opportunity for someone who seeks a new challenge within a manufacturing role. Responsibilities will include general day to day duties associated with the planning and delivery of work to a busy manufacturing team consisting of fabricators and machine operators.

Daily Duties & Responsibilities:

- Monitor workflow/workorders and report status/delays
- Procure parts/material needed for manufacturing team
- Nesting for laser cutter (training provided)
- Booking goods in upon delivery
- Raising purchase orders within ERP system on request of manufacturing manager (ERP training provided)
- Print and issue of drawing packs for fabricators
- Point of contact for subcontract laser cutting enquiries
- Quotations for laser cutting enquiries
- Entering sales orders inside ERP
- Notify customer of completion/delays
- Plan and manage delivery schedules (longer term)
- Deal with customer complaints/quality issues/reworks with help of manufacturing manager

Hours: 07.30am-4:30PM, Monday-Friday (Working hours negotiable)

Salary: Negotiable dependant on experience.

If you have any questions or would like to submit a CV, please contact our Operations Manager – James Nicholls

Email: james.nicholls@rmgroupuk.com