

MACNAUGHTON HOLDINGS LIMITED

JOB DESCRIPTION

Job Title:	Production Control Assistant
Location:	Perth, Scotland
Department:	Production
Responsible to:	Production Control Manager
Responsible for:	There is no responsibility planned for supervising staff.

Job Purpose

To work as part of the Production team based in Perth, along with the satellite manufacturing sites in Keith and Paisley to maximise efficiencies, cost control, customer service and satisfaction. To pro-actively contribute to the development of the company's output.

Principal Duties

1. Monitor stock levels of raw materials, fabric and accessories. Identify and report on recommendations for stock replenishment.
2. Liaise with the manufacturing sites on production planning / scheduling.
3. Advise the sales department of despatch dates for new orders on non stocked items.
4. Monitor the progress of sales orders through the manufacturing system advising the Sales Department of any anticipated delays.
5. Monitor progress of supplier purchase orders and supplier delivery performance.
6. Liaise closely with the manufacturing sites on the supply / availability of raw materials.
7. Maintain the accuracy and the integrity of data within the Production Stock Control Module.
8. Check the validity and accuracy of purchase order invoices.
9. Administer regular routine stock takes and month end reporting.
10. Monitor and process all accessories through final stages of manufacture and in to stock location.

Job Description
Production Control Assistant

The applicant must demonstrate the following.

- The person must be numerate, with excellent literacy and communication skills.
- General computer experience and specific knowledge and experience with Microsoft Excel and Word.
- Meticulous in attention to detail and accuracy.
- Ability to work as part of a team.
- An excellent attendance and timekeeping record.

Desirable but not essential as full training will be provided

- Experience in a production environment.
- Previous experience in dealing with suppliers.

Other Duties

The post holder will be required to perform duties appropriate to the post, other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibilities entailed.

Note

This job description is for the guidance of applicants only and does not form part of any offer or contract of employment.

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EMPLOYMENT INFORMATION

POSITION	Production Control Assistant
LOCATION	Perth, Scotland - Head Office
HOURS OF WORK	37.5 hours per week - Monday to Friday Hours - 8.30 a.m. to 4.30 p.m. with ½ hour for lunch. Additional hours may be required to fulfil the duties of the post.
ANNUAL LEAVE	30 days holiday entitlement per annum which includes time off for public/bank holidays. The leave year runs from 1st January to 31st December.
SALARY	Based on relevant training and experience. Payment is made monthly in arrears.
PENSION	The Company operates a Personal Pension Plan which is currently administered by The People Pension.
GROUP LIFE	There is a Group Life Scheme, currently administered by Legal & General, which provides for a payment of 4 times annual salary in the event of death in service.

ADDITIONAL INFORMATION

QUALIFICATIONS	The Company's selection procedure requires that successful candidates have their qualifications validated. One or more of the institutions which have awarded the successful candidate a degree or other qualification will be contacted.
NO SMOKING POLICY	The Company operates a no smoking policy.
EQUAL OPPORTUNITIES	The Company is committed to equal opportunities and welcomes applications from all sections of the community.

APPLICATIONS

Application and equal opportunities monitoring forms should be sent to Personnel Services - Vacancy Reference PCM, Macnaughton Holdings Limited, Tower House, Ruthvenfield Road, Perth, PH1 3UN. If you do not wish us to contact any of your referees without your specific prior consent, please state this clearly on your Application for Employment Form.

Please ensure that you quote the vacancy reference number PCA on all of your forms and on the outside of the envelope.

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GENERAL COMPANY INFORMATION

History

The original weaving business began in 1783 at Remony near Aberfeldy, Perthshire and moved to Pitlochry in 1835. Over the years there have been many changes to the business although it has always remained within the same family. Since 1999 the Head Office and warehousing operations have been based in Perth, with production operations located in Keith and Paisley.

Company Structure

Macnaughton Holdings Limited is a privately owned company, managed by a Board of executive and non-executive Directors. The executive Directors are responsible for their separate divisions (Finance, Operations, Production and Wholesale) with overall responsibility resting with the Managing Director.

The Company employs approximately 95 people in total. The majority of the employees are based in Perth, Paisley and Keith, with certain Sales Personnel based in other areas in Scotland and England.

The Brands

The Company's products are wholesaled under the following brand names.

The Isle Mill

The Isle Mill is known for its fine upholstery fabrics and throws designed by an in-house team and manufactured from predominantly natural fibres. The stock collections are supplied to the interior design and hospitality markets in the U.K. and abroad through a network of agents and distributors. A design and manufacturing service is also offered to other wholesalers.

The House of Edgar

This market leading brand offers a flexible stock service to meet the needs of the Highlandwear market. Approximately 1,000 kilting tartans are stocked along with an extensive range of jackets, sporrans, brogues, hose, ties and a selection of tartan giftware.

Whitehill & Wilsons - Paisley

The Whitehill & Wilsons brand has been built around the famous Paisley teardrop motif that has inspired a range of scarves and shawls for the retail market. The original archive designs have been translated into modern patterns and colours.

Whitehill & Wilsons - Scout/Guide Neckerchiefs

For many years Whitehill & Wilsons has been the main supplier of neckerchiefs to the Scout and Guide movements in the U.K. and Europe. Standard troop, district and council neckers are available and special neckers for scouting events are regularly produced.

MACNAUGHTON HOLDINGS LIMITED

EMPLOYING PEOPLE - A BRIEF OUTLINE OF OUR COMPANY'S POLICY

The Company's success depends to a significant extent upon the contribution of its employees. The Board of Directors therefore recognises that fair and effective employment policies are essential to the achievement of that success.

The Company also recognises that the success of these policies requires that there should be an awareness and acceptance of them at every level of the organisation. The successful development, implementation and operation of employment policies require the involvement of all employees.

The Board of Directors has identified the following policy areas, based on the foregoing principles, which it considers are essential to the future success of the Company:

- Health and safety - to maintain safe and healthy working conditions for all employees.
- Manpower planning - to determine the future mix of skills and size of workforce required, and plan to meet the Company's needs.
- Equal opportunity - to do everything possible to ensure that all present and potential employees have an equal opportunity.
- Security of employment - to provide security and continuity of employment, consistent with the need to ensure the continued viability of the organisation.
- Training - to set appropriate standards of performance for the organisation and to provide training which ensures these standards are met.