



Production Team Leader

Quickmail requires a Production & Print Supervisor to supervise and motivate a team of workers. The role will encompass working with the Production Manager to draw up production schedules, monitor production processes, operate and maintain machinery and maximize production efficiency in a fast moving environment.

The successful candidate will also have the initiative to proactively identify process improvement opportunities and implement initiatives aimed at developing and supporting staff performances.

Role Description

- Drawing up the production schedule in conjunction with the Production Manager
- Determining the human and materials resources needed;
- Estimating how long a job will take and setting the quality standards;
- Monitoring the production processes and adjusting schedules as needed;
- Operate and maintain machinery eg. Xerox digital printer, Plastic wrap machine, inserters, shrink wrap and folding etc.
- Supervising and motivating the team of workers including Manual Processing Co-ordinator, Storeman and Aust Post Co-ordinator.
- You will also have the initiative to proactively identify process improvement opportunities, implement initiatives aimed at developing and supporting staff performances
- Responsible for the plant layout and materials handling
- Production control (the sequencing of jobs, updating time schedules, etc); stock control; quality control; health and safety issues
- Ensure that jobs are processed as per clients requirements
- Attend weekly meetings with management
- Ensure all mail conforms to BMP and PIP specifications
- Complete all relevant details on job bags and sign when complete

Required Skills;

- Ability to work in a team environment and communicate effectively with staff and management
- Attention to detail and high levels of accuracy in a busy, fast paced environment
- High quality and customer service focus
- Ability to work to deadlines and multi-task
- Ability to use and understand mail house machinery such as plastic wrap & inserting machines & printers
- Computer literacy

Desirable Skills;

- Industry experience in a mail house or printing environment
- Current Forklift license
- A knowledge of Australia Post mailing systems ie. Print post sorting, pre sort, full rate, bar coding.
- Basic OH & S Knowledge

Training will be provided where necessary.

This is an exciting time to join a busy mail house undergoing a period of growth. This role offers opportunities for growth and progression to the right person. If you are someone who enjoys working in a small team environment and are passionate about producing high quality work then we look forward to receiving your application.

Please email your resume and covering letter to sophie@quickmail.com.au or phone 9493 0477 for further info.