

### **Joinery Workshop Manager**

Reporting directly into the Managing Director, you will be responsible for organising and managing a workshop team of circa 15 staff in the production of bespoke joinery for a mixture of commercial clients.

**Location:** Cramlington, Northumberland

**Salary:** Negotiable

**Role Profile:** To take responsibility for the day to day supervision of the joinery workshop.

We are looking for a candidate with joinery experience to supervise day to day operations of the joinery workshop, directing tasks to ensure that all works completed are in budget, on time and completed to the highest quality standards. You will also support and implement practices that ensure Health and Safety legislation is being met and best practice is being adhered to.

The ideal candidate must have the ability to manage staff, run a workshop, plan projects, allocate work schedules, prioritise workflow and be able to successfully action instructions provided by Senior Management.

Closing date: Friday 9<sup>th</sup> April 2021.

***You may be required to work outside of the North East depending upon business needs.***

*How to apply:*

Please apply with a covering letter and your current CV  
Office Manager, Team Build Construction Limited, 39B Colbourne Crescent, Nelson Park,  
Cramlington NE23 1WB  
or by email to [lesley@teambuildconstruction.co.uk](mailto:lesley@teambuildconstruction.co.uk)

*Closing date:*

*Friday 26<sup>th</sup> March 2021*

**Team Build Joinery & Interiors**

Unit 29B, Colbourne Crescent, Nelson Park, Cramlington, Northumberland, NE23 1WB

 01570 590 909  [info@teambuildjoinery.co.uk](mailto:info@teambuildjoinery.co.uk)

[www.teambuildjoinery.co.uk](http://www.teambuildjoinery.co.uk)

Team Build Joinery is a registered member of the FSC (Forest Stewardship Council) and is committed to responsible and ethical sourcing of timber.

#### Role Responsibilities:

**Effectively communicate tasks and requirements to an assigned team of workshop staff. The ideal candidate must be capable of taking templates, site sizes, taking project details from drawings through to completion – including ordering materials, producing cutting lists, assembly, finishing and wrapping. Knowledge and experience of joinery workshop environment and woodwork machinery is essential. Prepare quotations and estimates. Monitor workload and provide solutions to ensure targets are met and any risks are mitigated. Manage the quality outputs of all workshop employees, offering feedback where required and continually encouraging improvements. Ensure policies and procedures are adhered to particularly in relation to health and safety. Implement and maintain a housekeeping program to ensure that the team are working in an efficient, tidy and safe environment at all times.**

**Monitor employees' performance. Coach and mentor members of the team offering regular feedback to employees on performance. Be confident and experienced in dealing with any attendance issues, disciplinary matters and production staff matters arising. Complete any other ad-hoc tasks as directed by Senior Management.**

**Have the ability to modify workshop throughput to suit unexpected joinery orders. Prepare reports and analysis of programmes as required.**

#### Required Knowledge, Skills & Abilities:

**Joinery Experience / Joinery Qualification essential. Prior Supervisory / Management experience**

**Have a commercial / estimating aptitude. Ability to prioritise own work and work of others**

**Good technical understanding and relevant practical skills. Ability to use this understanding to question instructions. Methodical and organised. People management and motivational skills. A multi-tasker. Pay attention to detail. Good communication skills. Build relationships with internal and external contacts. Be comfortable following procedures. Be willing to take the initiative to resolve a problem.**