



PROTECTION IS EVERYTHING

Jankel Armouring Limited is a great place to work. The Company is evolving and growing in response to unprecedented success in supplying mission-critical vehicles, survivability systems and services to clients across the world, including Departments of Defence, Government Organisations, Non-Government Organisations and Original Equipment Manufacturers. Following the win of several major programs, we are now looking to strengthen our existing Production Team.

### So where do you fit in?

The Production Controller Assistant/Production Administrator will be responsible for all aspects of production planning in supporting of production. The role will involve all SAP inputs to deliver the required production output levels as well as monitoring of supply stocks for Production to be prepared for build. In order to achieve this, the position will involve extensive internal co-ordination, planning and scheduling of parts deliveries with the purchasing team and design engineers.

The Production Controller Assistant/Production Administrator will also ensure adherence to JAL policies, procedures and methodologies in the delivery of projects.

### Specific responsibilities include:

- Support the Production Controller and Production Manager to deliver efficient and economical project builds within the Rustington production facility.
- Relationship management between the Production & Supply Chain stakeholders.
- Meeting production timescales, schedules and budget requirements.
- Monitoring Production Orders.
- Attending production progress meetings.
- Adhering to project, subcontract, security and data management strategy, policy and processes.
- Management of production risks and opportunities.
- Identification and planning of resources needed to support programme deliverables.
- Approving of all internal production planning documentation in line with requirements and Company standards.
- Knowledge and experience of Microsoft Excel and SAP B1 to plan and support production schedules.
- Facilitate Configuration Reviews to assess future product development.
- Review and support cost down initiatives.
- To understand and comply with Company policies and procedures including, but not limited to, ISO9001 and ISO14001.

### Let's talk about you!

#### We are seeking someone who has:

- Tertiary qualification in Supply Management or Manufacturing.

#### Experience/Knowledge

- Operations experience in low/medium volume automotive production.
- Experience of Supply Chain Management.
- Manufacturing background with qualification preferred, ideally to HNC level.
- Experience dealing with Senior and sometimes challenging individuals.
- Understanding of system integration and configuration management.
- A deep understanding of designing and manufacture to a price.
- Strong negotiation skills with suppliers.
- Possess drive, energy and enthusiasm to delivery within tight lead-times.
- Extensive experience of manufacturing support tools such as SAP & MRP.
- Competent in the composition of BoMs and Production Schedules.

**POSITION: PRODUCTION  
CONTROLLER  
ASSISTANT/PRODUCTION  
ADMINISTRATOR – 3 MONTH  
CONTRACT  
BASED AT: RUSTINGTON,  
WEST SUSSEX**

**REF NO: 160**

**STRICTLY NO AGENCIES**

**Interested? Then apply by  
sending your CV to  
Caroline Bayliss  
HR Advisor  
caroline.bayliss@jankel.com  
Quoting Job Ref. 160**

- Risk and opportunity management.
- Current experience of manufacturing support activities.
- Current experience of production support within the automotive manufacturing or parts supply industry.

Applicants should possess the following core competencies:

- Eligible for UK Security Clearance to minimum SC ('Secret') level.
- **Customer focussed** - displays pro-active approach to meeting both internal and external customer needs.
- **Results-focussed** - strong desire to achieve results and works hard to reach goals and targets. Seeks to achieve results which enhance business success.
- **Flexibility** - displays versatility and adaptability. Identifies need for change, develops new ideas, encourages and supports innovation. Reacts positively and with enthusiasm to change and improvement. Has capability to achieve results and manage workload even at peak of pressure. Self-manages to be highly effective even at times when workload is less.
- **Professional** - takes career seriously and considers the business dimensions of decisions carefully. Intellectually and analytically rigorous; displays high competence in chosen field and is trusted by the business to "do the right thing".
- **Integrity and morality** - acts with scrupulous honesty with customers, colleagues, and suppliers and everyone else they come into contact with in the workplace.
- **Communication and listening** - strong interpersonal skills; the appropriate use of written, oral, non-verbal and listening skills, with an ability to persuasively impart information and pick up on underlying messages.
- **Superior planning and organisation skills.**
- **Problem solving** - displays logic, creativity and pragmatism in resolving problems, requiring little supervision and using disciplined problem-solving methods.
- **Adaptability** - the ability to react to different circumstances whilst maintaining composure and focus on objectives; can be relied upon in tough situations and is able to constructively challenge the status quo to facilitate appropriate change.
- **Teamwork** - a strong team player with the ability to recognise and manage the team dynamic; demonstrates the ability to understand others motivations and actively assess their strengths and weaknesses, is aware of others workloads and responds accordingly.
- **Leadership** - strong leadership skills, conveying confidence, presence and a professional image at all levels within an organisation.
- Willing to travel in UK as required.

In return we offer a competitive salary plus quality benefits, including early finish on Friday afternoons.

Candidates must be eligible for UK Security Clearance to minimum SC ('Secret') level.

Role is based at our Company's office in Rustington with requirement for occasional travel in the UK.

**STRICTLY NO AGENCIES**

**Interested? Then apply by sending your CV to Caroline Bayliss  
HR Advisor  
caroline.bayliss@jankel.com  
Quoting Job Ref. 160**

**Jankel is an armed forces-friendly organisation, recognising the value serving personnel, reservists, veterans and military families bring to our business**

