




**Navtech Radar Limited**

Home Farm, Ardington,

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 +44(0)1235 832419

 [info@navtechradar.com](mailto:info@navtechradar.com)

**THE POSITION – Production Administrator**

Navtech Radar is looking for an enthusiastic and well organised administrator to support the Production team. This new role within the company will provide the administrative duties required to support the smooth running of our production Team.

The role will be reporting to the Production Co-ordinator

**COMPANY OVERVIEW - NAVTECH RADAR**

Navtech Radar is a world-leading innovator, and multi-award-winning designer and manufacturer of commercially deployed radar solutions. Our ground-breaking technology is utilised by clients worldwide, across many industry sectors, from Perimeter Security Surveillance and Industrial Automation to Traffic Incident Detection on Smart Highways and as part of Intelligent Transport Systems (ITS).

As part of Halma plc, a FTSE 100 company, you will be joining a group of companies whose mission is to make the world cleaner, safer, and healthier.

**OUR WORK HEADQUARTERS**

This role will be based at our new production facility, which is situated on the newly developed Grove Business Park.

**OUR CULTURE, AND BENEFITS**

We help create the right environment for our dedicated staff by providing a flexible, fun, friendly, and family feel. We are dog friendly and enjoy family, friends and group events. We have plenty of free parking for our employees and provide you with options to join colleagues on lunchtime walks, biking and other pursuits. We care about our staff, in fact, our culture is developed by you, for you!

Other benefits include:

- Profit share scheme
- Share incentive plan
- Life insurance scheme
- Employee Assistance program
- Parental leave policy
- 23 days holiday a year + bank holidays, increasing with length of service

**KEY ACCOUNTABILITIES**

- Create jobs on our ERP/MRP business system and make picklist available to the warehouse team.
- Update and maintain ERP system throughout production to ensure stock accuracy and traceability
- Make kits available to the workshop on time including relevant documents.
- Book in sub-assemblies and finished goods into stock once finished.
- Maintain accuracy of serialised parts and serial matching to ensure traceability






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- Support the other areas of the business for new product introduction and any other requirements.
- Work with the quality department to report any quality issues and maintain the NCR (non-conformance report) record accuracy.
- Co-ordinate with the procurement team and the warehouse team to ensure subcontracted job accuracy.

**YOUR COMPETENCIES**

- Excellent organisational skills and ability to priorities workload
- Confident communicator and ability to work effectively in a team
- Problem solving mindset
- Keen eye for detail
- Strong IT skills including Microsoft office
- Passion for taking on new challenges and learning new skills
- Confident communicator and ability to work effectively in a team
- Customer centric mindset

**YOUR KNOWLEDGE AND EXPERIENCE**

Ideally, we are looking for a candidate with the following experience however specific on job training will be provided:

- Previous experience of working with business ERP/MRP systems or similar programs desirable
- Experience of working in a manufacturing environment

