



creating better environments

**The Flooring Systems division offers a broad and attractive range of environmentally friendly natural linoleum, high-quality vinyl floors, entrance matting systems for cleaning and drying shoes, carpet tiles, needle felt, and Flotex, the washable high-tech textile flooring. Thanks to their excellent technical properties and attractive design, these flooring products are invariably the first choice for public buildings, department stores, hospitals, and other healthcare facilities, schools, libraries, commercial and office spaces, leisure centers, shops, hotels, restaurants, and cafeterias as well as for applications in the residential market. With a market share of about 70 percent, Forbo is the world leader in linoleum.**

**Flooring Systems also provides ready-made adhesives for floor covering installations, parquet flooring, and ceramic tiles, leveling compounds for the construction industry as well as liquid floors under the trade name Eurocol.**

The role:

To provide managerial support to the Production Manager in the efficient and effective management of the production departments, whilst developing and managing a team to achieve all department performance metrics.

## **Production Team Leader, Kirkcaldy, Scotland**

The successful candidate should:

- Have a record of significantly improving individual and team performance to deliver measurable improvement
- Be a proven leader with at least 3 years team leader experience in a manufacturing role
- Be a strong communicator
- Be educated to SVQ Level 3 or equivalent
- Have a safety qualification e.g. IOSH Managing Safely
- Have a strong understanding of lean manufacturing tools and techniques with a formal qualification (green belt or similar)

Key responsibilities for the position include:

- Manage all aspects of Health and Safety associated with the production process, in line with company standard and current Health and Safety legislation.
- In conjunction with the Production Manager discuss and agree targets and formulate production year plans. Report regularly the operational effectiveness of the department.
- Responsibility for achieving the department balanced scorecard metrics.
- Manage individual areas and ensure production plan, product and process specifications and product quality compliance are maintained at all times, within the area of responsibility.
- Ensure compliance with company Environmental system within area of responsibility.
- Develop and maintain standard operating procedures and risk assessments for all tasks carried out within area of responsibility.
- Manage raw material stocks at agreed level within area of responsibility.
- Drive problem solving activities in the department to ensure department targets are achieved.
- Lead the development of lean manufacturing deployment with area of responsibility.
- Lead or participate in product or process improvement projects and report on progress.
- Recruit, review, appraise and manage the team. Define performance objectives and ensure continuing professional development at all times. Operate an effective performance review process to create more productive individual performances and team results on an ongoing basis.
- Develop and manage team training plan and maintain training records for all staff.
- Ensure effective communication of company, department and squad performance on an ongoing basis by carrying out shift briefings, frequency as dictated by business needs.
- Perform First Line Management of absence and discipline in line with Company Policy.
- Maintain a degree of flexibility within personal time management to ensure business needs are met and Work shift pattern as appropriate to the Department needs.

The selection process for the position will include an Interview and Psychometric Testing

To apply for this position please send you CV details to Michelle Hyde, HR Administrator