

Our offices in Dudley have the following vacancy: Drawing Office Manager

An exciting opportunity has arisen for a Drawing Office Manager to join The Alan Nuttall Partnership Ltd based in Dudley, West Midlands.

The Alan Nuttall Partnership Ltd is an innovative and diverse interior fit-out, foodservice and retail display Manufacturer. An award winning Employee Owned Partnership, with three divisions and almost 1 million square feet of dedicated production and logistics space, the Partnership designs, manufactures and installs interior display equipment for all areas of food, retail, leisure and commercial environments. Offering market leading products along with extensive prototyping resources, they remain at the forefront of new display solutions development, whilst also offering bespoke furniture and fit out, built to client specification.

Due to continued success in the Partnerships endeavours, an exciting opportunity has arisen for an enthusiastic and driven drawing office manager who is required to effectively manage the day to day operation of the Drawing Office to meet customer and business needs at all times in accordance with business goals and objectives.

As drawing office manager, you will be reporting directly to the Head of Supply Chain in the interior fit out and retail display division. Also working closely with the rest of the passionate and knowledgeable team to support and develop projects across the Group.

Your key responsibilities as Drawing Office Manager will be:-

- Manage daily work flow/capacity planning.
- Liaise and work effectively with other departments to achieve the best outcome for the business.
- Attend senior management meetings to support with business systems and processes to improve the day to day running of the Company.
- Produce management reports as required.
- Using personal drive and initiative, focus and promote continuous improvement to ensure on-going development of the department and it's people.
- Investigate/action any quality issues with regard to internal non-conformances and site complaints in a timely manner.
- Review staffing levels and identify training and development needs.

Ideally you will have experience of working within a retail manufacturing environment and will have relevant experience in CAD design involving metal and joinery components. This is the perfect role for an organised manager who is competent in manufacturing drawings and is able to work within set time frames.

As a busy and exciting Partnership, you'll bring with you a proven ability to work within a fast paced, environment. You will be down to earth, honest, and resilient and have the ability to keep up with high work rate and match the existing team's can-do attitude.

Candidates should have a minimum of 5 years operational experience. A driving licence is desirable due to occasional travel between group sites in the East and West midlands.

In return we can offer you a great working environment, generous holiday and a competitive salary, dependent upon experience.

For an opportunity to join the Partnership please submit your CV online.