



VULCAN STEEL MANUFACTURING (PTY) LIMITED, trading as:

VULCAN STEEL

Registration No: 1997/003879/07

Specialists in steel plates, sheets and profile cutting

Vat registration No: 4630170944

6-8 Longclaw Drive, Marconi Estate. 7441. PO Box 36731, Chempet. 7442 Tel: (021) 528-8900 Fax: (086) 6227878 email: info@vulcansteel.co.za

VACANCY

SHIFT SUPERVISOR

Our company requires an experienced, responsible individual who meets the following criteria:

Minimum Requirements

- Grade 12 (Matric) plus relevant qualification
- 2-3 years' Supervisory experience
- Work shifts and overtime
- MS Office (Word, Excel, Access and Outlook)

Key Performance Areas

- Organise, plan and manage a shift.
- Obtain daily production targets.
- Problem-solving
- Pre-inspections: gas pens, toilets, laser machines and bender.
- Gas readings: nitrogen, oxygen and LPG bulk tanks outside and on the laser resonator gases inside (nitrogen cylinders, CO2 cylinders, Helium cylinders).
- Workload must be checked to ensure that the jobs are ready for collection or delivery.
- Ensure that jobs are being sorted and the necessary NC's are cut to complete jobs timeously. Older jobs to be checked and actioned at the start of every shift in order to close older jobs.
- Ensure that plates are loaded and offloaded correctly, check that ID's on plates are correct and the plates are in the correct locations. (Spot check at least every fifth one).
- Ensure that parts are loaded off the laser bed and packed according to shape, size and thickness.
- Jobs should be recounted. (Spot check) Use yellow and green quality sticker system.
- Laser machine times (beam on; laser on) must be captured daily on operators daily checklist.
- Ensure that there are sufficient consumables.
- Follow up on outstanding material one day before cutting date and communicate the ETA date to the Manager and Sales in order for them to inform the customer if the promised date changes.
- Report to the Manager and Sales at least two days before the promised date if a job will not be completed on the promised date.
- Spot check has to be done on the cutting quality and cutting speed of the laser operators.
- Important information must be written down in the hand over book for other shifts to be aware of.
- Ensure and check accurate sorting of parts for dispatch.
- Ensure trucks are loaded correctly as per trip sheets.
- Ensure that all safety rules are being followed, that all staff are issued with the necessary PPE equipment, and that PPE equipment is being used correctly.
- Ensure that sheets are being split as soon as possible and ticked off on the computer.

Directors: WJP Brand & JC Grace

- Maintenance must be done as per the maintenance schedule determined by the maintenance roster, which can change from time to time (dustbins, flat bars, machine cleaning etc.).
- Report breakdowns / machine requirements to minimise downtime.
- Ensure that all staff are at their workstations on time and working. (Check break times)
- Provide training on standard operating procedures (SOP's) and ensure the implementation, monitoring and compliance thereof.
- Ensure that non-conformances are completed and expedited within one week.
- Time & attendance and time sheets to be done on a daily basis.
- Uphold company rules, regulations & procedures and apply corrective action when required through the disciplinary process of the company. Apply fair and consistent discipline.

Closing date: Friday, 31 May 2018

If you fit the criteria, please forward your CV to Iona Jongbloed (HR): iona@vulcansteel.co.za

Only shortlisted candidates will be interviewed.