

Job Description: DC Controller (MC569)



Department: Manufacturing Control

Job role overview:

In this role you will be part of the interface between design and Production. You will provide the information to facilitate effective control of Design Changes on the UK Assembly Line. You will also support Product Structure work managing Bills of Materials and Product data in both Windchill and Infor LN. Attention to detail is critical and adherence to process paramount as the data you create is the foundation of safety and quality of our product.

Report to: Manufacturing Control Supervisor

Location: Factory 2, Hinckley

Duties and Responsibilities:

- Monitor incoming design changes and modify BoM to suit to support efficient Backflush of inventory
- Prepare DCI Report to support accurate implementation of Design Change in Production
- Prepare BoM information for hand over to Manufacturing sites at T1.5 project phase.
- Chair DCI meeting and circulate meeting notes.
- Ensure accurate blue DC cards are available
- Liaise with Design department and ensure correct completion of Design Change documentation.
- Populate clear vin information for design change.
- Create product variants for new models.
- Support the wider Team with Product Structure work as prescribed
- Any other ad-hoc duties as required by your Line Manager.

Person Specification: DC Controller (MC569)



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook.	Previous experience of working within an automotive /manufacturing environment.
Personality and Motivation	Self-motivated and resilient. Flexible and adaptable. Able to take instruction and work under pressure. Excellent communication skills, clear and concise written and verbal skills	
Appearance and Characteristics Circumstances	Well presented.	
	Able to be flexible on working hours.	