

Craster Ltd. is seeking a Czech speaking Production Assistant to assist in managing supply chain operations with our Czech factory, and working with designers to relay feedback on products, request current price levels and source and work with new factories as relevant. Craster designs and manufactures bespoke luxury equipment for the hospitality and restaurant sector.

Responsibilities:

- Reporting to Supply Chain Manager.
- An overall focus on working with supply chain to communicate administrative tasks, communicating designers' feedback and productions feedback around designs.
- Responsibility for managing supplier on a day to day basis
- Forecasting demand and capacity with factories and updating sales team on this information.
- Working with project management to get accurate and timely responses from Czech suppliers.
- Leading continuous improvement in business operations – with attention to packaging, and quality control processes.

Experience:

- 3 years previous experience in a supply chain / production management or product design – including stock forecasting, pricing, shipping, KPI reporting on suppliers, and experience in product design.
- Superb attention to detail and experience reading technical drawings.
- Independent self starter and intelligent problem solver.
- Experience in working with wood manufacture is a plus.
- Excellent people and relationship management skills.
- Proven ability to influence and work with teams and suppliers.
- Experience of a New Product Development environment – i.e. quality control procedures.
- Evidence of ability to drive and improve performance.
- Software – MS Office – advanced knowledge of excel - and ability to quickly pick up in-house CRM and SOP system.
- A personal demand for excellence.
- Honesty, reliability, passion.
- Fluency in English and Czech is essential.