

Production Manager, Shropshire

Our Company

Rupert Bevan Ltd has been designing, making and finishing bespoke furniture, antiqued mirror and specialist finishes for more than twenty years. We work for leading interior designers, architects and private clients all over the world. In Shropshire we have our Design and Glass studios and workshops, and in London our showroom and Specialist Finishing studio.

The Job

We are seeking to recruit an enthusiastic, confident and self-motivated **Production Manager** to join our small and busy team in our **Antiqued Mirror Glass** department. You will be responsible for your own projects, delivering a high-end, bespoke service to our clients. This is a full-time, permanent, Shropshire-based position.

Main Duties include:

- Project management - Manage each project through to completion
- Day to day running of the glass workshop
- Sourcing and liaising with suppliers and workshops/manufacturers
- Being involved in quality control at all stages
- Planning work schedules relating to production
- Producing Working drawings/designs for manufacture
- Assist in workshop for production of mirrors

Site Work:

- Undertake site surveys, and Antique mirror glass installations
- Attend site meetings with main contractors and other suppliers as necessary

Knowledge, Experience & Skills Required:

- 3-5 years hands-on experience of Project management within a production environment
- Knowledge of Vectorworks, Autocad & Sketch Up
- Knowledge of joinery / cabinet making an advantage
- A clean driving licence, as this job will involve travel between Shropshire and London
- Previous experience in a similar role
- Outstanding communication and organisational skills
- High level of numeracy and literacy in English
- IT literate, a confident user of Microsoft Office
- Able to multitask and manage multiple projects simultaneously
- Flexible, adaptable, and have a dynamic, hands-on approach to your work
- Positive, with a can-do attitude
- Fluent written and spoken English

How to apply

Please send a short email to studio@rupertbevan.com explaining why you want to join Rupert Bevan Ltd and why you are the ideal candidate for this role. Attach your full CV and provide details of your availability for interview. Please apply only if you meet all the requirements.