



Manual Assembly Team Leader

Location: Sittingbourne, Kent

Hours of Work: Monday to Friday 8:00am to 4:00pm (includes a 30 minute paid break)

Salary: £34,548.80 per annum (Weekly pay)

Position Type: Full-time, Permanent

About Us

At FloPlast Ltd we design and manufacture a range of specialist plastic building and plumbing systems used widely in UK construction industry. We pride ourselves on operational excellence, safety, and a collaborative working environment where our people can thrive and build long-term careers.

Position Overview

As the Manual Assembly Team Leader, you will oversee all shift-based operations within the Assembly department. Leading a team of 32 operators (including Leading Hands and Operatives), your central focus will be floor-level accountability, proactive people management, and continuous improvement to drive operational success, maximise manufacturing efficiency, and maintain strict quality standards.

Key Responsibilities include (but are not limited to):

Team Leadership & People Management:

- Direct and motivate a team of 32 to consistently meet daily/weekly production targets and achieve KPIs.
- Foster a high-performance culture to drive engagement, boost motivation, and minimise absenteeism.
- People Management - including attendance, holiday requests, disciplinarys, performance appraisals, and development plans.
- Deliver targeted training including onboarding, manual handling, and Standard Operating Procedures (SOPs).

Production, Quality & WIP Control:

- Organise and distribute work schedules effectively across the team, ensuring all required piece parts are available.
- Oversee manual assembly to ensure strict compliance with technical specifications and standard work instructions.
- Manage Work-in-Progress (WIP) by supervising the safe stacking, tracking, and organisation of parts in the warehouse.
- Report component discrepancies or product faults immediately to the Quality Control team.
- Escalate operational issues, bottlenecks, or lost time proactively to the Planning team.

Health, Safety & Compliance:

- Act as the primary contact for shift incidents, logging all hazards/near-misses and leading accident investigations.
- Drive statutory compliance across all Health & Safety, Environmental, and Quality control procedures.
- Operate MHE including counterbalance forklift, pedestrian stackers, and electric pallet trucks (subject to certified training).
- Take on designated safety roles: First Aider, Fire Marshal and Manual Handling Trainer trucks (subject to certified training).

About You

- Demonstrated track record as a Team Leader or Supervisor, ideally within a manufacturing, factory, or production environment.
- Strong people management capabilities with excellent communication, conflict resolution, and problem-solving abilities.
- Familiarity with lean manufacturing principles, process efficiency, and continuous improvement programs.
- IT literate, flexible, and adaptable to changing tasks and daily priorities across a fast-paced factory floor.

About our Benefits

- Weekly Pay: Reliable weekly income to help you manage your finances easily.
- Financial Bonuses: Christmas Bonus (subject to company performance).
- Share Scheme (SIP): The ability to become a shareholder via our Share Scheme.
- Perks & Discounts: Benefit Platform offering health, wellbeing, and money-saving opportunities.
- Career Growth: Training and opportunities to grow your career with us, including certified machinery training.

How to Apply

Please email your CV and a covering letter to Barbara Blackwell, HR Officer at barbarab@floplast.co.uk.

Please note: The closing date for this role is subject to change and the vacancy may close earlier than advertised. Due to the high volume of applications, only applicants selected for an interview will be contacted.