

Continuous Improvement Lead

(Environmental, Health & Safety, Quality)

About us:

Steeped in tradition while setting new standards in furniture making, we are proud of the company we have built over the last 60 years. We have earned a reputation as market leader in designing, manufacturing and fitting the highest quality commercial office and contract residential furniture. Our 100+ strong team of expert designers, crafters, makers and fitters collaborate from concept to completion, helping our clients adapt to changing furniture needs and requirements, responding rapidly at scale. Everyone on our team has one common aim – a commitment to do things right every time for our customers, our partners and our collaborators.

Lean & Quality Lead - About the Role

We are now recruiting for an Continuous Improvement Lead to join our existing Operation's team in Ardee. This will be a core function to assist Farrell bringing their continuous improvement journey to the next level while also assisting with the maintenance and development of Farrell's ISO standards.

The role will primarily involve process improvement initiatives / coordination, as well as carrying out the audits in accordance with a defined PI structure. It will also involve maintaining accurate records, particularly around root cause analysis of customer complaints etc. Following these issues through and implementing continuous improvement actions to ensure issues do not reoccur will be essential. This is an autonomous position so you will be self-sufficient and self-motivated.

Roles & Responsibilities

Quality / Lean

- Lead lean process improvement on the factory floor and office areas.
- Maintain and manage all ISO9001 procedures. E.g., stores and product identification, approved suppliers, customer feedback, control of non-conformances, customer complaints & returns, continuous improvement.
- Conduct root cause analysis & follow through on deviations from standard
- Internal quality audits and address non-conformances.
- Track and follow up on all production and other quality issues/non-conformances recorded in the QMS and summarise, collate and report findings to management in order to ensure process improvements are implemented to reduce the repeating the same mistakes.
- Support various lean projects being undertaken within the organisation
- Coordinate & support daily process improvements across various departments
- Implement Standard Work Procedures & process engineering

Health & Safety

- Maintain H&S risk assessments and ensure mitigations and control measures are in place at all times.

- Work with external consultants to maintain the Safety Statement, Legal Register and other mandatory documents.
- Carry out periodic health & safety inspections throughout the factory, customer sites and offices and address any non-conformances found. E.g., site safety inspections, machine inspections, ergonomic assessments in the offices, ladders, shatter proof lighting, fire door, stores racking, forklifts, boiler release systems, spray room extractions and safety systems etc.
- Ensure all health and safety legislative requirements are met.
- Work with the maintenance person to coordinate external providers on maintaining equipment to comply with H&S legislation. fire extinguishers, fire doors, sprinkler systems, dust extraction, lighting etc.
- Ensure employees have the relevant H&S training and make sure all certs are kept up to date.
- Working with site management, carry out on-site safety inspections including contractors, and follow through on corrective actions for any non-conformance found.

Environmental

- Coordinate the environmental IMS and goals as set out by the management team
- Ensure any waste licences held by Farrell are complied with by working with external consultants.
- Manage and measure the waste recycling streams to maximise waste reductions.
- Manage the reduction of CO2 emissions to comply with the governments targets which will be rolled out by sector early in 2022.
- Manage the waste water discharge process.
- Train staff in environmental requirements in order to comply with procedures, licences held, and legislation and ISO14001 requirements.

General IMS

- Maintain the documented IMS. E.g., procedures, manuals, process flows, work instructions, template forms/checklists etc.
- Support Sales & Marketing teams with tender proposals.
- Liaise with external audit bodies such as NSAI to prepare, internally co-ordinate and manage external audits.
- Carry out internal IMS audits per agreed audit schedule.
- Co-ordinate and address non-conformances found during audits.
- Manage and measure IMS targets and objectives against actual performance. E.g., waste streams, waste water.
- Co-ordinate the management review process (suggest quarterly) to comply with the requirements of the 3 x ISO standards.

Preferred Qualifications & Experience

- 3rd level qualification in business or construction related field of study
- Recognised health & safety qualification (IOSH / NEBOSH preferable)
- Minimum 1-2 years relevant experience in manufacturing / building services functions
- Strong computer skills in MS Office 365 (Excel, PowerPoint etc.)
- Excellent attention to detail, ability to solve problems and process engineer for improvements

- Ability to work independently, in a team environment and support team colleagues
- Solid organisational skills, including multitasking and time management
- Ability to listen, absorb, take and follow instruction along with a positive, can-do attitude

Location & Commitments

- Full-time, permanent
- Monday – Friday 7:00am – 4.00pm
- Based in our Head Office in Ardee, Co Louth
- Occasional overtime may be required

What's next?

If you are looking for an exciting role on a friendly team and want to be part of a forward thinking and results driven team, please send your CV to hr@farrell-furniture.com and tell us why you would be a great fit for this role.