



## Memo

To: All Employees

### Production Co-ordinator

Yorkshire Rubber Linings Ltd are considering recruitment of a Production Co-ordinator.

This would be a full-time staff role acting as liaison between all shopfloor / site operations and company management.

This would be a demanding role with wide ranging responsibilities including for example direct personnel management, achieving production output targets, disciplinary issues, providing data to management and ensuring system documentation completion.

This opportunity is open to internal candidates within our current workforce as well as external candidates.

Anyone interested in being considered should put their name forward to the undersigned by close of business Monday 26<sup>th</sup> April 2021.

The process may involve formal written application form, interviews, and evaluation.

Russell Teale  
Company Secretary