

James Schofield

37 Crystal Drive, Wainuiomata 6008

04 564 7357 (h) 021 740 566

jschofield@inet.co.nz

Summary

A cabinet maker by trade, I have nearly 20 years experience as foreman at Wildwood Furniture, a high quality furniture manufacturing plant. I have participated in OSH training courses, taken part in skills audits, assisted the factory manager with job procedures, shut-downs and maintenance, and maintained close contact with all the workers on the shop floor.

To ensure that all orders are delivered in full, on time and in spec (IFOTIS), I have been active in all management meetings, including sales budgeting and reviewing performance measures in all areas of the factory – machine shop, assembly area and spray line. I participate in stocktakes and liaise with the Purchasing Officer re inventory control.

Relevant Skills and Achievements

Interpersonal, communication and team leadership skills

Since being appointed foreman, I have supervised the work of a team of 6 full-time employees. My former co-workers were quick to accept my leadership and have worked well under my direction. During this time we have improved quality control as well as increasing production.

Initiate team meetings to talk through issues as they arise. This has led to a good team spirit and a commitment to working together to achieve our team goals. It has also led to specific improvements to both products and processes.

OSH

Have just renewed my First Aid qualification which I have held since I was appointed leading hand in 1994.

Have undertaken training in harassment and government regulations regarding reporting levels of injury.

(This section continued next page.)

Further enhanced housekeeping procedures, ensuring all tools and materials are put away, trolleys moved in an orderly manner and floors swept. This has resulted in keeping both product loss and minor injuries to an absolute minimum.

Knowledge of operations and maintenance

Made sure that I know the proper procedures for stopping, starting and operating each machine (but not including programming).

Performed fault-finding procedures on various machines to correct boring and cutting tolerance inaccuracies.

In conjunction with the operators, I have ensured scheduled maintenance is properly performed on each machine, records kept and any problems reported for immediate rectification.

Understanding of IFOTIS

During my time at Wildwood, we have created a reputation as a reliable producer of high-quality furniture. In May 2009 when Perrimans first listed the Royale bedroom suite for their catalogue sale for all stores in both North and South Islands, I worked with the Purchasing Officer to make sure that we had the inventory, and briefed machine operators so as to ensure proper flow through the shop, in preparation for expected orders. When these came, we were able to produce 62 suites within the stipulated 4-week timeframe, with not one unit requiring repair or touch-up.

During the first 3 years of my being foreman, the production team reduced callouts for repairs from 4% to less than 1%.

Understanding of design drawings and lateral thinking

Over the past 8 years, have been involved in the design of new furniture lines from the productivity point of view so as to make sure that the job flows smoothly through the workshop. Have developed good skills in visualising products and processes.

Proposed two modifications to the Royale bedhead to simplify assembly. These modifications were adopted and resulted in reducing average assembly time by 34 minutes – a considerable saving when working on the 62 suites ordered for Perrimans.

Saw a way of modifying 4 of the old jigs to suit the new Impériale dining suite, resulting in considerable cost saving in the set-up phase.

Inventory control

Suggested modifications to the job cards issued for each job. These now give not only a description of each job, the number to be cut and the next location but also record the number completed and the number, if any, to be reworked or discarded.

Continue to work in close co-operation with the Purchasing Officer to decide on stock levels, the quality of hardware etc.

In the 19 years I have been foreman, we have been able to reduce inventory levels by almost 20% without impacting on production or quality.

Career History

Foreman

Wildwood Furniture, 1982-present

- Joined the company on completion of my apprenticeship in 1982 and was made leading hand in 1994 and foreman in 2007.

Training and Development

National Certificate in Joinery, qualifying in Cabinetry, from the Joinery Industry Training Organisation, 1982.

- Won award for best 3rd year apprentice.

Currently enrolled in the NZIM Certificate in Management (part-time) through Wellington Institute of Technology.

Numerous short courses in OSH, communication and customer service.

Personal Information

Born 31st October 1961

Health excellent keen walker, social rugby

Happily married 4 adult children

Referees

Chris Foster
Purchasing Officer
Wildwood Furniture

04-526 8300
fosterc@wildwood.co.nz

Craig Hamilton
General Manager
Wildwood Furniture

04-526 8300
hamiltonc@wildwood.co.nz

Ms Felicity Tolman
(a senior teacher at my children's old
school and fellow member of Rotary)
Wainuiomata High School

04-524 7539
tolmanf@wainuiomatahigh.school.nz

Key Personal Qualities

- Very conscious of both safety and quality issues
- A good leader and motivator
- Creative problem solver