

**Job Description**

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| **Job Title:** | **Frame assembly operative** |
| **Reporting to (position):** | **Section Team Leader** |
| **Hours of work:** | **Monday – Thursday 6:00-16:00** |

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| **Job Objectives & Responsibilities:** |
| Produce the necessary Divan frames for the next production stage (springing) as issued by the department feeder. |

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| **Main Duties:** |
| * Use issued daily production tickets to assemble the correct required work.
* Monitor raw materials and request as required from the department feeder/team leader.
* Monitor quality of products; ensure all quality procedures are adhered to, feed back to the lead operative.
* Working with Team Leader/lead operative to ensure the work is produced to the correct priority and on time.
* Ensure housekeeping is to the correct standard throughout the shift.
* Reporting any issues to the team leader/lead operative.
* Produce to the required output targets.
* Any other duties deemed necessary.
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| **Key Skills:**  |  |
| * Good communication skills
* Self-motivated
* Ability to understand the production notes.
 | * Able to work under pressure.
* Displays integrity
* The ability to stand, walk and move for up to 10 hours per day.
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| **Person Specification:**  |
| * Enthusiastic and flexible approach to react on a day-to-day basis to all requests, both internal and external.
* Ability to self-manage your time during the working day.
* Must be of smart appearance.
* Impeccable time keeping.
* Willing to go the extra mile
* Attention to detail and the ability to think clearly and work under pressure.
* Ability to multi-task, work to deadlines and prioritise workload to meet production demands.
* Impeccable timekeeping and excellent punctuality.
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