

**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. |