



We are recruiting for a **Process Operative** on the **Days shift** at our site in Beeston, Leeds.

Hiring Manager: Dominic Conn (Shift Manager)

Hours of Work: Monday to Thursday, 6.00am – 2.00pm and Fridays, 6.00am - 1.00pm

Hourly Pay Rate: £11.90

The **Process Operative** will work as an individual and part of a team to ensure the smooth running of the processing area in line with production targets and goals. Liaising with microcoil operatives and production supervisors.

Key Responsibilities:

- Work as part of a team to Laminate the required microcoil sheets to the correct specification.
- Manually loading spring sheets and the unloading of finished rolls from roll packing machines.
- Palletising finished goods.
- Completing spring requisitions in a timely manner.
- Using HMI screen to correctly input data.
- Correctly label rolls.
- Keep area clean and tidy to company 5s standards.
- Loading of containers/ vehicles with finished goods.
- Work to comply with company quality standards.
- Report any breakdowns/quality issues to shift leader/ engineering department.
- Transfer finished goods via FLT Work to achieve machine targets and customer deadlines.
- Adhere to H&S controls and measures.
- Work to achieve machine targets and customer deadlines.

Skills & Experience required:

- Machine experience preferred but not essential.
- Self-motivated
- The ability to stand, walk and move for up to 8 hours per day.
- Team player.
- Dexterity
- Good communication and organizational skills
- Attention to detail and the ability to think clearly and work under pressure.
- Able to work under pressure
- FLT license desirable (Full training will be given to the right candidate)
- Experience with manual handling

The ideal candidate will have:

- Impeccable timekeeping.
- An enthusiastic and flexible approach to react on a day-to-day basis to all requests, both internal and external.
- The ability to self-manage own time during the working day.
- The ability to multi-task, work to deadlines and prioritise workload to meet production demands.
- A willingness to learn.
- The willingness to go that extra mile.

Essential attributes:

- Hungry - a manageable and sustainable commitment in doing a job well and going above and beyond when it is truly required.
- Smart - asks good questions, listens to what others are saying and stays engaged in conversations intently.
- Humility - shares credit, emphasises team over self, and defines success collectively rather than individually.