

## **JOB TITLE: Production Operative**

**Reports To:** Production Team Leader

**Location:** Slinfold, West Sussex

**Hours:** Monday to Friday 6.00am to 2.30pm with a 30-minute unpaid lunch break (shifts can vary)

**Hourly rate:** £13.40 per hour plus the option to earn overtime

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### **Job Summary:**

You will assist in the manufacture, movement, packaging and loading of our products and be able to operate machinery, forklifts, and complete manual tasks from woodworking to fibreglass. This role offers significant progression opportunities for the correct candidate.

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### **Responsibilities:**

- This job is physical and will involve some heavy lifting and carrying
  - Organise and prioritise tasks to ensure that time constraints are met
  - Perform basic quality checks against product specifications and drawing tolerances
  - Ensure that productivity targets and customer delivery deadlines are achieved, ensuring that we offer a first-class customer service experience
  - To operate all factory machinery in a safe and competent manner, in accordance with any instruction or training given, installation manual or course provided
  - To perform any basic maintenance or repair to any machine as trained and authorised
  - Maintaining a well organised and tidy production facility in line with 5S, adhere to all Health & Safety requirements and ensure compliance with general company policies and training requirements
  - To be able to operate machines independently following training
  - To load and offload products from an automated machine process
  - To read and interpret production schedules and prioritise workload in accordance
  - The ability to recognise efficiency optimisation opportunities and communicate them effectively
  - The aptitude to work more than one machine at a time. (due to long running cycles)
  - To provide support and training to other team member learning how to operate machines
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### **Person Specification:**

- To display a set of clear high standards and good written and verbal communications skills.
  - An ability to work under pressure and to prioritise work to meet deadlines.
  - Good level of numeracy and literacy is required for this role.
  - Strong personal drive and a willingness to learn.
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### **Qualifications and experience:**

- Knowledge of Microsoft Excel, Word, and Outlook and ERP production software preferable.
  - Knowledge of health and safety regulations would be beneficial.
  - Forklift licence would be beneficial although full training will be provided.
  - Full UK Driving licence
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### **Rewards:**

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service

- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday
- Cycle to work scheme, save 25-39% on bikes & accessories
- Discounted gift cards, save up to 10%