

Production Operatives Needed – Fixed Term until December 2017

We are currently recruiting for Temporary Production Operatives throughout our peak period

The role involves the following:

- Tagging and packing of clothing/stock for major retailers.
- Hanging garments.
- Ensure that the correct trims are used, in accordance to the garment/stock specification, and ensuring that all finished stock meets the required quality standards.
- Un-boxing and re-boxing of stock and achieving daily KPI's.
- Re-location of stock.

Essential:

- Fast-paced.
- High attention to detail.
- Adaptable to physical work.
- Flexible in working hours- must be available to work overtime & work a 6-2/2-10 rotational shift also an 8-4pm shift.

Advantageous:

- Previously worked in a similar warehouse or production environment.

Job Description

Job Title	Production Operative		
Department	Production		
Location	Holmfield		
Reports To	Team Leader	Date Prepared:	20.7.2015
Direct Reports/Subordinates:			
Key Relationships:			
All Team Leaders, Production Staff and all Supervisors within the respective departments.			
Main Purpose of Role: The main purpose of this role is to ensure that jobs are processed to the correct quality standard as per the job instructions and that targets are achieved.			
Key Tasks & Accountabilities:			
<ul style="list-style-type: none"> • Ensure that all finished stock meets the required quality standards • Ensure correct usage of hangers and materials, as per job sheet • Ensure that KPI's are met in order to produce the daily production levels required • Ensure that all ancillary equipment is used appropriately to maximise KPI's • Flat-pack or hanging processing, as directed • Ensure that all labels are applied correctly, as per job sheet • Ensure that boxes used for packing are securely taped and sealed to enable safe stacking and palletise • Responsible for maintaining a clean and hazard free work area at all times • Ensure good housekeeping / health and safety procedures are adhered to at all times • Ensure that all issues identified are raised with a Team Leader • Ensure that all waste materials are disposed of in a safe and appropriate manner • Undertake any other duties which may be required to assist the needs of the business as directed by management • Ensure that the cardboard conveyor is always used as per the cardboard conveyor SOP • If blocked you must report it to your Team Leader or Supervisor straight away 			
Performance Indicators			
<ul style="list-style-type: none"> • Productivity • Housekeeping • Quality and accuracy of work completed inside zones 			

Person Specification:

Behaviours:	<ul style="list-style-type: none"> • Is driven to deliver • Target driven
Skills	<p>Essential:</p> <ul style="list-style-type: none"> • The ability to be organised and accurate while working in a busy environment. • Excellent communication skills, ensuring you can communicate with all key relationships in a professional manner • Ability to make decision and to use your own initiative
Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Excellent knowledge of production processes
	<p>Preferred:</p> <ul style="list-style-type: none"> • Understanding of the garment processing industry
IT Skills & knowledge	<p>Essential</p> <ul style="list-style-type: none"> • A good understanding of excel and Microsoft office
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Grade C or above in GCSE English and Maths or equivalent.
	<p>Preferred:</p> <ul style="list-style-type: none"> • NVQ Level 2 in warehouse / production management
Potential Career Progression	<p>Possible next role/s.</p> <ul style="list-style-type: none"> • Runner/Team Leader within the production areas