

## Job Specification

<b>Post Title</b>	Production Operative
<b>Department</b>	Production
<b>Reporting To</b>	Team Leader / Shop Floor Manager
<b>Purpose</b>	The Production Operatives are responsible for the day-to-day operations and preparation of customer components for plating. This role supports all functions within Production.
<b>Core Activities</b>	<ul style="list-style-type: none"> <li>▪ Masking of customer components using tapes, plugs and lacquers in line with customer drawing specifications</li> <li>▪ Identifying problems and potential problems early so that they can be addressed to minimise impact on production.</li> <li>▪ Make certain all production processes and procedures are rigorously adhered to without exception</li> <li>▪ Report any issues to the Team Leader / Shop Floor Manager for review.</li> <li>▪ Ensure a high standard of housekeeping is adhered to with 5S maintained as it is rolled out through the facility.</li> <li>▪ Ensure plant is appropriately maintained and anything not working is reported and repaired without delay.</li> <li>▪ Raise any non-conformance issues on any item as soon as they are identified using the company procedures</li> <li>▪ Accident and near miss reporting processes are followed.</li> <li>▪ Ensure shop floor data collection bookings are correct at all times</li> <li>▪ Paperwork Handling: Complete all paperwork required for all orders and ensure that this is passed to the relevant department.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Ensure all duties are carried out safely within the company Health &amp; Safety requirements.</li> <li>▪ Ensure full adherence to the Quality Management System</li> </ul>
<b>Preferred Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in engineering environment.</li> </ul>

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<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>▪ Ability to manage time / workload.</li><li>▪ Good communication skills, able to coach and mentor where required.</li><li>▪ Keen eye for quality and detail</li><li>▪ Good problem-solving skills.</li><li>▪ Can-do positive attitude and energy</li><li>▪ Good team member and contribute in a positive way to the development of the team and business</li></ul>
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