



Job Title:	Process Operator
Department:	All
Reporting Line:	Departmental Team Leader
Role Outline:	To conduct a variety of production processes using specialist machinery to manufacture precision components from sheet metals. Full training will be given.

Job Specification

- Follow procedures and processes to ensure parts are safely manufactured to the required specification
- Complete mandatory Health and Safety training, always ensuring full compliance
- Visually and dimensionally checking components and raw materials to ensure they meet the required standard
- Timely completion of all duties given, reporting any quality or safety concerns
- Completion of job-specific paperwork and documentation, ensuring process controls are always adhered
- Offer training and support to other team members where necessary
- Be flexible to working in various departments to support production demands

Measure of Performance

- Adhere to all business policies, procedures and processes
- Full compliance with health and safety
- Time and attendance
- Quality of work
- Productivity

Person Specification

- Good written and verbal communication skills
- Good literacy and numeracy skills
- Base level computer skills
- The ability to listen and follow instructions
- Organisation, prioritisation and time management skills
- Ability to communicate effectively with other team members
- Willing to work shift patterns and support overtime requirements
- Good attention to detail with an ability to focus for long periods
- Quick learner
- Team player

In return for the above, you will be offered the following benefits:

- Competitive pay
- Company pension scheme
- Annual leave and UK bank holidays
- Additional perks, including retailer discounts
- A friendly and dynamic working environment
- Secure employment in a well-invested business
- On-site parking and canteen