

JOB DESCRIPTION

ROLE TITLE: Production Operative
PRIMARY BASE: Haslingden
ACCOUNTABLE TO: Production Manager/Production Team Leader

PURPOSE OF ROLE:

To support the Production Teams with the effective manufacturing of chemical compounds.

PRINCIPLE RESPONSIBILITIES:

- Support production to meet daily manufacturing and dispatch targets
- Contribute towards the smooth running of production
- Replacing drums and replenishing stocked materials
- Achieve high standards of housekeeping including washing up and decanting of drums and tanks using mechanical pumps
- Comply with health & safety throughout production area, warehouse, stores and yard

Communication

- Communicate with all colleagues and external points of contact face to face, by telephone, or in writing in a clear, concise, and professional manner
- Interpret and respond clearly, effectively, and in a timely manner to requests for information from colleagues, managers, directors, and external agencies
- Understand business demands and expectations and deliver against these in line with the company's high standards
- Communicate within the team, supporting others where necessary
- Contribute to team meetings and events as and when required
- Developing and manage relationships with internal and external stakeholders
- Following instructions and asking appropriate questions
- Ensure that all deadlines are met in a timely manner and people are kept informed of progress

Teamwork

- Establish and maintain effective working relationships with colleagues, managers, and clients
- Ensure that all deadlines are met in a timely manner and clients/colleagues are kept informed of progress
- Influence people positively demonstrating a "can do" attitude
- Motivate colleagues
- Contribute to formal and informal discussions with colleagues to generate new ideas and approaches
- Enjoy working as part of a team but be capable of working autonomously

Administration

- Effectively using Microsoft Office applications, Word, Excel, and Outlook
- Written completion of Job Sheets and application of lot numbers on drums
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility
- Identify problems and respond in a timely fashion

Other

- Pro-active approach to work
- Excellent attention to detail
- Have a willingness to go the extra mile and always strive to seek job satisfaction
- Ensuring own personal workspace is kept clean and tidy. The company expects you to respect company property and to report any misuse of same to your immediate line manager
- Remain up to date with professional knowledge by participating in learning opportunities
- Ensure all Health & Safety procedures are effectively carried out
- To comply with the company handbook policies and procedures
- To act at all times to promote equality and diversity ensuring inclusive and integrated services
- To undertake any other duties appropriate within the broad remit of the role
- Ensure any issues concerning quality and customer care are reported to management

NOTE:

The details contained in this Job Description summarise the main expectations of the role at the date it was prepared. It should be understood that the nature of individual roles will evolve and change. Consequently, the company will expect to review and revise this Job Description from time to time and will consult with the post-holder at the appropriate time.

POST: Production Operative

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS <ul style="list-style-type: none"> • Functional Skill Level 2 or equivalent • Fluent written/reading and spoken English • Fork Lift Truck Certificate 	Yes Yes	Yes
EXPERIENCE <ul style="list-style-type: none"> • Using own initiative and working as part of a team • Working in a similar role in a production/manufacturing setting • Working to tight deadlines and under pressure 	Yes Yes	Yes
SKILLS <ul style="list-style-type: none"> • Following written and spoken instructions • Demonstrates problem solving abilities • Ability to be organised and to manage own time effectively • The ability to develop and maintain strong working relationships and act as a team player • High level of accuracy and attention to detail • Ability to communicate effectively and be able to clearly explain issues to colleagues • Willingness to undertake further development and responsibilities • Understanding of the value of diversity • Knowledge and experience of Health and Safety • Demonstrates a helpful, polite and confident manner 	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Yes
KNOWLEDGE <ul style="list-style-type: none"> • Knowledge of manufacturing processes • A competent understanding of chemical handling and hazardous materials 		Yes Yes
OTHER <ul style="list-style-type: none"> • A flexible and adaptable approach and being responsive to the needs of the business and colleagues • Clean and tidy appearance 	Yes Yes	