



JOB DESCRIPTION

Production Operative

TITLE:	Production Operative
TEAM/DEPARTMENT:	Operations
REPORTS TO:	Production Team Leader
RESPONSIBLE FOR:	N/A

Purpose:

To produce and assemble company products from raw materials and supplier parts in order to ensure orders are completed to a high standard and despatch on time so that Sertus can fulfil its commitments to customers and invoice accordingly.

Key Activities & Responsibilities:

- Unloading and storing deliveries of supplier parts
- Correct labelling of stored items
- Build and assemble in house products according to daily plans and technical specifications
- Report issues with workshop tools and materials to ensure health and safety is maintained, and repairs / replacements undertaken so as not to interrupt build schedule
- Maintain clean and tidy workshop as required, eg. swarf removal, sweeping floors, keeping workstations clean and tidy
- Opportunities for Fire Warden, First Aider etc if training given and passed

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KPIs & Success Criteria

- Quality and speed of work to production targets met
- Cleanliness of workshop and work areas
- Care and storage of tools
- Conform with all health and safety requirements

Personal Attributes:

- Skilled in mechanical / electrical construction
- At least 3 years' experience in production technician environment
- Works in detail with accuracy; neat work and finishing
- Forklift qualification desirable
- Punctual, reliable and comfortable working as part of a small team
- Physically fit, able to load and carry using appropriate machinery

Thank you for your interest in Sertus, we're hoping that you'll be as keen as we are to meet up and discuss this exciting opportunity.



A handwritten signature in black ink, appearing to read 'Shane'.

Shane White
MANAGING DIRECTOR

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