

### Job Description

Job title: Production Support Operative	Holidays: 25 days / year + statutory Pension: 5% contributory
Department: Production	Reports to: Production Shift Manager
Hours per week: 38	Hours of Work: 2 shift working pattern Week one 0600 to 1430 Monday to Thursday 0600 to 1200 noon Friday Week two 1400 to 2230 Monday to Thursday 1200 noon to 1800 Friday
Duration: Full Time/Permanent	

#### Job Summary

- Working in a fast-paced production and warehouse environment, this position covers the undertaking of a range of support tasks to all assembly lines that manufacture high quality electronic control systems. Ensuring that parts are delivered both accurately and on-time.

#### Main Functions & Duties

- Working with Production planning information to deliver parts from the warehouse to all production areas and warranty, to maintain production flow
- To ensure parts are delivered to the correct quantities and at the correct time using a computerised work queue and incorporating wave picking
- Unpacking parts ready for production use
- Ensuring waste created by production is removed swiftly keeping the production area clear
- Delivering finished goods from the production area to the warehouse and placing in appropriate location
- Rotating stock in the warehouse on a FIFO basis and ensuring the primary bins are replenished

#### Critical Success Factors

Success in this role will be judged by the following key performance indicators

- Jobs in production being started and delivered on time.
- Eliminating non-value added time from the production operatives
- Keeping stock of parts and finished goods correctly rotated
- Assisting in ensuring parts and finished goods are correctly located in the warehouse

**Working Conditions**

The role is based at our premises in Hunmanby. It is a requirement of this role that the job holder will be prepared to travel on Company business, locally and nationally.

**Job Holders Attributes**

***Essential experience/skill and knowledge***

- Experience of working in a fast paced, high volume production environment
- Confident IT skills
- An enthusiastic, flexible 'can do' approach
- Be able to pick and deliver parts accurately and on time
- Ability to work to deadlines
- Ability to understand and complete production tasks following Standard Operating Procedures
- Ability to take responsibility for own tasks whilst working as a part of a team
- Capability and willingness to take additional responsibilities to achieve role development, if appropriate opportunities occur

***Useful experience/skills and knowledge***

- Experience operating forklifts

Name of person compiling description:

Date of description: February 2018