

## JOB DESCRIPTION

**Job Title:** Technical Operators

**Department:** Main Production Hawick

**Vacancy Code:** BM02

### **Requirement Overview**

Reporting to a Plant Leader, these positions involve the Running of extrusion machines, completing quality checks and any other tasking associated with the meeting of our production requirements as directed.

Experience in a manufacturing environment is preferred but training will be given. The positions work as part of production teams and an ability and willingness to learn contribute and work effectively to meet the goals of the team and operation are essential.

### **Role and Responsibilities**

- 1) Production and packaging of Emtelle products following our standard operating procedures as trained and instructed.
- 2) Checking, counting and packing products that are received, stored and dispatched by the Emtelle. This will include carrying out regular stock checks and ensuring that stock data is up to date and accurate using our MRP system
- 3) Ensuring safe packaging of all customer products
- 4) Pro-actively helping with solutions to improve production
- 5) Liaising with the Plant Leader regarding any outstanding tasking within production and actively participating in their resolution.
- 6) Operators are required to ensure that the production area and all pertaining to it is kept clean and hazard free

### **Person Specification**

The successful candidates will need to demonstrate on a sustained basis in their employment the following.

- 1) A high standard of proficiency in handling production equipment.
- 2) The ability to organise, count and record material.
- 3) Understanding and adherence in following both written and verbal work instructions.
- 4) To communicate clearly with existing and potential external partners and to other staff at Emtelle, in respect to activities processes and methodologies employed in the department.
- 5) Highly self-motivated, disciplined and organised.

- 6) Time Management, they will deliver a high and sustained standard of attendance and timekeeping.
- 7) Able to work effectively in a physically demanding environment.
- 8) Able and willing to commit to working shift patterns and also overtime as required. These will be continental patterns rotating from day to night.
- 9) Focused on cost management.

#### **Knowledge**

- 1) GCSE/National 5 or above in Mathematics or to a demonstrable equivalent standard: Essential
- 2) GCSE/National 5 or above in English or to a demonstrable equivalent standard: Essential

#### **Experience**

- 1) Manufacturing experience in a comparable environment and disciplines: Desirable
- 2) Computer literacy in MS Office Products and MRP systems: Desirable

#### **Skills**

- 1) Ability to accurately follow written instructions and drawings: Essential
- 2) Sense of urgency in completing tasking to required targets in terms of output quality and time.
- 3) Ability to work as part of a team: Essential
- 4) Ability to respond to instructions given as part of the manufacturing process: Essential
- 5) Ability to communicate effectively with fellow production workers: Essential
- 6) Ability to communicate effectively with and respond effectively to Supervision: Essential

#### **Hours of Work**

We currently operate and require staff to be willing to commit to working shift patterns and also overtime as required. The shift pattern we are currently operating is:

Back, Early, Night

Week 1 – Monday – Friday back shift (2pm-10pm)

Week 2 – Monday – Friday early shift (6am-2pm)

Week 3 – Sunday (evening) – Friday (morning) (10pm-6am)