

JOB TITLE: **Production Operative**

Reports to: Production Team Leader
Location: Slinfold, Horsham, West Sussex
Hours: Monday to Friday 7.00am to 3.30pm with a 30-minute unpaid lunch break
Hourly rate: £11.00 per hour

The Company:

Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems. Here at Cordek Limited, we are looking for an individual to join our production team who shares our Company values, Honesty, Communication and Respect.

Job Summary:

The successful individual will work as part of a team and assist in the manufacture, movement, packaging and loading of our products. They will operate machinery and complete manual tasks from woodworking to fibreglass.

Responsibilities:

Machine Operating:

- To maximise the machine utilisation through efficient scheduling of jobs
- To operate all factory machinery in a safe and competent manner, in accordance with any instruction or training given, installation manual or course provided
- Reporting of equipment and/or health and safety issues

Manual work:

- This job is physical and will involve some repetitive lifting and carrying
- To cut, trim, glue or pack our product in accordance with instructions
- To organise and prioritise tasks in line with the production schedule
- To follow work instructions and build products to the specifications required
- Ensure that productivity targets and customer delivery deadlines are achieved
- Maintaining a tidy production facility, adhere to all Health & Safety requirements and ensure compliance with Company policies and training requirements

Personal specification:

- Team player
- Good written and numerical skills
- Good communication skills
- Honest and respectful

Qualifications and experience:

- Knowledge of health and safety regulations would be beneficial
- Forklift licence would be beneficial although full training will be provided
- Full UK Driving licence

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday