

CANDIDATE SPECIFICATION



JOB TITLE	Manufacturing Operative – Upholstery
REPORTING TO	Supervisor
DEPARTMENT/SUB DEPARTMENT	Manufacturing, Upholstery
LOCATION	Southend-On-Sea
OVERALL PURPOSE	
To carry out various manufacturing functions within the Upholstery Manufacturing cell.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none"> • To cut parts into complete kits referencing drawings, templates, work instructions and/or samples, • To shape foam using cutting tools, • To use various adhesives, bonding a variety of parts to create built up product and finished parts (applied by spatula, brush and spray gun), • To work with a selection of small hand tools, including scissors and knives, • To cover build up parts with various materials, including cloth and leather, • To dress sewn covers to assembly cushions, • To work within guidelines / instructions to ensure traceability is maintained, • To ensure quality of product is always to the highest standard, • To carry out any reworks deemed necessary by Management, Supervision or Inspection, • To keep any machinery / tools in a clean and regularly oiled condition and report any faults to the Supervisor, • To carry out duties in a proper and efficient manner, act wholeheartedly in the interest of the Company at all times and to comply with the Company Rules and Regulations, • Responsible for ensuring that a high standard of housekeeping is maintained, • To help create and maintain a safe working environment and observe the published Health and Safety procedures, • To carry out any other tasks where reasonable and relevant, when required. 	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above	✓	
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
1 years' experience working in Upholstery		✓
1 years' experience of working in a Manufacturing environment	✓	
Ability to use small hand tools, including scissors and knives	✓	
Experience of foam building/shaping		✓
Ability to read drawings		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	