

**CANDIDATE SPECIFICATION**



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

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<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
GCSE English and Maths (or equivalent) at grade C or above	✓	
<b>EXPERIENCE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
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	✓	
<b>PERSONAL SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
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	✓	