

CANDIDATE SPECIFICATION



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| 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 |
| Experience working in Upholstery | | ✓ |
| 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 | ✓ | |