

## Job Description

**Job Title:** Machine Shop General Operative  
**Reports to:** Manufacturing Manager  
**Role Purpose:** To assist in the smooth operation of Manufacturing

### Key responsibilities and accountabilities:

- Communicating with all other team members to understand demands and priorities.
- To visually check that the parts are OK for despatch.
- Label all packed components correctly.
- Pack in accordance with the standards set
- Advise Management of any stock or equipment issues.
- Be involved with Stock management.
- Continually look to improve the process, only change when approved.
- Participate in any relevant training that is required.
- Maintain and clean and organised work place to a high standard.
- Assist with controlling items to and from sub-contractors.
- Learn other skill sets to assist when others are on holiday, such as booking of Goods In.
- Comply with the company Environment, Health and Safety Policy to ensure a safe working environment.
- Complete other duties as assigned from time to time.

### Essential Skills / Training for role

- An eye for detail.
- Physically fit.
- Able to count.
- Computer literate.

### Desirable Skills / Training for role

- Counter Balance license.
- Packing experience.
- A clean driving license.

### Development

There will be an opportunity to move into other manufacturing areas and gain a greater skill set for the appropriate candidate.

£DOE

If you feel you have the skills, aptitude and attitude to join our team we'd love to hear from you, please send your CV to [giorgia.paoloni@techni.co.uk](mailto:giorgia.paoloni@techni.co.uk).