

## **JOB DESCRIPTION**

**Role:** Packing Operative

**Reporting To:** Packing Supervisor

### **Overview**

Alpha Anodising UK Ltd is a British Manufacturing Company. The business was first established in 1972 to fulfil a requirement for quality black anodising of motion picture equipment. Since then the team here at Alpha have built an enviable reputation for producing some of the finest and highest quality anodising the UK has to offer and have grown to serve clients across a range of industries around the world, from high end consumer electronics to industrial process equipment.

This is an exciting opportunity to be an integral part to the business, influential in direction and make a real difference as part of a friendly team.

### **Purpose of Position**

To be part of the packing and inspection department. This role provides the final inspection of all worked parts leaving the factory. Alpha have a reputation for producing quality anodising and it is vital that all staff within this department ensure that every piece that leave the factory is up to the correct standard. It is also up to the packing and inspections operatives to ensure that all parts are packed correctly and efficiently to ensure that they can come to no harm during transit.

### **Key Skills and Qualities Required**

- Be able to communicate with your supervisor and fellow operatives.
- Ability to ask questions of your supervisor if you are not sure or have any concerns about a job.
- Ability to work to the tight timescales as set by the packing supervisor.
- Ability to think under pressure and retain information.
  - Be able to work safely and efficiently.
  - Have a keen eye for detail and perfection.

### **Experience**

- Previous experience working in anodising, metal finishing or engineering is preferred but not crucial.
  - Experience of working in a Production / Manufacturing environment preferred, but not essential.

### **Specific Responsibilities**

- To be aware of the Health and Safety requirements within this environment and ensure that you adhere to them at all times.
- Ensuring high standards of hygiene and housekeeping are maintained, everything in its place
- All jigs to be returned to jigging once you have inspected and packed a job.
- Any rejected parts should be returned to the jigging supervisor for rework without delay.
- Take direction from the packing supervisor about your work flow and be able to plan your time.
- Ensure you take part in all training activities and exercises in order to increase your working knowledge.
- Understand how to correctly pack satisfactory parts for transit.
- Maintain the high levels of quality Alpha is renowned for.
- Ensure you follow all ISO (quality standard) procedures.
- Be able to efficiently and safely detach customer parts from the jigs in order to inspect and pack.
- Understand what is classed as an acceptable and unacceptable finish.