

Job Description

Job Title: Development Production Operative

Department: Development

Job Purpose:

1. To ensure all items produced, are up to the company quality standards at all times.
2. To portray the company image and role model the company values at all times.

Main Duties:

Development Production

1. To create mould masters with precision, up to high standards.
2. To carry out life casting, and finish each product to the highest standard.
3. To create flimsy moulds as and when required.

Laminating

1. To collect moulds from the storage shelves, then wash and wax the moulds ensuring the moulds are stored in an organised manner.
2. To manufacture fibreglass items, ensuring high quality.
3. To cut wood as and when required.

Finishing

1. To finish to high quality standards using filler as and when required.
2. To use primer on products, ensuring all imperfections are removed.
3. To keep all work areas clean and tidy at all times.

Other

1. To cover colleagues, when they are absent.
2. To ensure company resources are used in an appropriate and cost-conscious manner.
3. To meet KPIs set by your manager in the specified timelines.
4. To maintain records of the time required to perform each job via timesheets.
5. To use PPE/RPE as and when instructed, for the safety of yourself.
6. To keep your work areas clean and safe.
7. To ensure and enforce the quality of each product made is up to company's quality standards.
8. To maintain strong attention to detail, and maintain performance under pressure.
9. To remain professional at all times.
10. To abide by the company's policies and procedures at all times.

The logo for PROPORTION LONDON features the word "PROPORTION" in a large, serif, all-caps font. A small black dot is positioned above the first "P", with a thin line extending from it diagonally down and to the right, crossing the top of the "P". Below "PROPORTION", the word "LONDON" is written in a smaller, all-caps, sans-serif font.

P R O P O R T I O N
L O N D O N

11. To be able to work to tight deadlines.
12. To abide by and promote Health & Safety at work, as all times.
13. To treat everyone fairly and equally.
14. To abide by the company handbook.
15. Any ad hoc duties required for the need of the business.

Reports to: Production Manager

Responsible for: N/A



Proportion London Values

PRIDE

- We are passionate about creating the highest quality product.
- We are proud of the unique skills within the company.
- We all take responsibility for the quality of what we create.
- We collaborate and work as a team.

PEOPLE

- We respect and trust our colleagues.
- We value the skills and expertise they have.
- We communicate honestly and openly.
- We treat everyone fairly and consistently.

PROFIT

- We know that a stable, profitable company is the best environment for us all.
- We constantly seek ways to improve the profitability of the business whilst maintaining our standards.
- We all take responsibility for issues that may affect profitability.

PLAY

- We enjoy working together.
- We have fun together in and out of work.
- We recognise the fun of a challenge met and an obstacle overcome.

Person Specification

Development Production Operative

	Essential/Desirable		
	CV	I	A
Experience/Qualifications	Essential/Desirable		
Experience of using fibreglass in production	E		
Experience of working to a high quality	E		
Experience in creating bespoke products	D		
Knowledge on a wide varied of chemicals	E		
Experience of creating master moulds	E		
Experience of life casting	D		
Experience of finishing to a high quality	E		
Experience of laminating	E		
Personal Abilities			
Ability to be proactive	E		
Ability to work to tight deadlines	E		
To be efficient and cost-conscious	E		
To take responsibility for issues that may affect profitability	E		
Personal Attributes			
Excellent written and verbal communication	E		
Excellent attention to detail	E		
To take pride in all work	E		
To be flexible for the needs of the business	E		
To promote and abide by Health & Safety	E		
To promote equality and diversity	E		
To respect and trust our colleagues	E		
To recognise the fun of a challenge and overcome obstacles	E		
To communicate honestly and openly	E		

CV – at application stage

I – at interview stage

A – at assessment stage

Sound Like You?

If you meet the below essential shortlisting criteria, please apply by sending your CV to debbie.chehab@proportion.london

If you have any questions or queries, please do not hesitate to contact to Debbie Chehab on 020 8498 3078 or at debbie.chehab@proportion.london

Conditions of Employment

Job Title:	Development Production Operative
Location:	Hickman Avenue, E4 9JG
Contract Type:	Permanent
Salary:	£19,630.88 to £23,557.05 per annum (£25,000 to £30,000 PRO-RATA)
Hours:	29.25 per week Monday to Wednesday, 07:30 to 16:15 with an unpaid 15 minute break and 30 minute lunch, Thursdays 07:30 to 13:00 with an unpaid 15 minute break
Pay Frequency:	Monthly
Annual Leave:	16 days annual leave between 01 January and 31 December. An extra day off for your birthday plus statutory bank holidays.
Pension:	Employee contribution of 1%, employer contribution of 2% upon completion of probationary period.
Probation:	3 months