

## Job Description

**Job Title:** Lamination Operative

**Department:** Lamination

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### Job Purpose:

1. To produce high quality laminated products ready to pass to first finishing in an efficient and cost-effective manner.
2. To ensure all products made are up to the company's quality standards at all times.
3. To portray the company image and role model the company values.

### Main Duties:

#### Lamination

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.

#### Other

1. To ensure company resources are used in an appropriate and cost-conscious manner.
2. To meet KPIs set by your manager in the specified timelines.
3. To maintain records of the time required to perform each job via timesheets.
4. To use PPE/RPE as and when instructed, for the safety of yourself.
5. To ensure and enforce the quality of each product made is up to company's quality standards.
6. Maintain attention to detail at all times.
7. To remain professional at all times.
8. To abide by the company's policies and procedures at all times.
9. To be able to work to tight deadlines.
10. To keep the work area clean and safe at all times
11. To abide by and promote Health & Safety at work, as all times.
12. To treat everyone fairly and equally.
13. To abide by the company handbook.
14. 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

### Lamination Operative

	Essential/Desirable		
	CV	I	A
<b>Experience/Qualifications</b>	<b>Essential/Desirable</b>		
Experience of using fibreglass in production	E		
Experience of working to a high quality	E		
Experience of creating bespoke products	D		
Knowledge on a wide variety of chemicals used in making fibreglass products	E		
Experience of finishing to a high quality	D		
Experience of laminating in a working environment	E		
<b>Personal Abilities</b>			
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		
<b>Personal Attributes</b>			
Excellent written and verbal communication skills	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](mailto: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](mailto:debbie.chehab@proportion.london)

## Conditions of Employment

<b>Job Title:</b>	Lamination Operative
<b>Location:</b>	Hickman Avenue, E4 9JG
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£25,000 to £30,000 per annum (PRO-RATA)
<b>Hours:</b>	29.25 to 37.25 per week
<b>Pay Frequency:</b>	Monthly
<b>Annual Leave:</b>	20 days annual leave between 01 January and 31 December. An extra day off for your birthday plus statutory bank holidays.
<b>Pension:</b>	Employee contribution of 5%, employer contribution of 3% upon completion of probationary period.
<b>Probation:</b>	3 months