

March 2017

JOB PROFILE

Job Title: Production Operator – Materials Handling
Hay Grade: H11
Department: Production – Materials Handling

Purpose:

- Work to all Health, Safety and Environmental standards by following approved working practices, service level agreements and policies.
- Safe collection & storage of finished goods, raw materials reporting movements and set locations and leave workplace in a clean and tidy condition.
- Collation and packing of customer orders in accordance of packing specifications, customer requirements and with lead times for despatch.
- Store and distribute materials to meet operational objectives and internal customer requirements.
- Ensure that standards and policies are adhered to and improved upon to achieve continuous improvement.

Job Content:

- Operate material handling equipment and carry out daily checks in accordance with all Health, Safety and Environmental requirements.
- Load and unload lorries and containers, checking delivery and shipping notes.
- Picking & packing customer orders, reporting and labelling through reporting systems.
- Carry out cycle counts, stocktaking activities and report errors.
- Carry out driving duties where required.
- Report all transactions to SAP / SFoL in an accurate and timely manner.
- Report defective equipment. Report all accidents and breakages.
- Achieve outputs as required by the Supervisor / PTL.
- Report safety and quality issues through the 1B and 1Q systems.
- Maintain a clean and tidy work area.
- Ensure converted products are packed accurately and will meet packing specifications with a high level of presentation.
- Carry out on the job training of new starters when fully trained and competent.
- Participate in continuous improvement activities such as 5S and any process Improvement teams where required.
- Generate ideas and participate in implementing to make improvements to the Conversion department.

Success Factors:

- Zero accidents and environmental incidents.
- Reduction numbers of rejections from Customers (Internal & External).
- Products are right first time and on time in full. No late orders resulting from your own activities.
- Continuous improvements in housekeeping as assessed by audits.
- No call-outs as a result of your activities.
- No stock errors resulting from your actions in raw materials or work in progress.
- Ideas generated to bring about continuous improvement.
- Safe operation of Zoned areas.
- Accurate picking, packing and labelling of orders.
- Good departmental safety record.
- Meeting of departmental and customer deadlines.

Job Knowledge:

- Certificated forklift operator where applicable.
- Knowledge and understanding of SAP /SFoL or any other computerised system used.
- Product knowledge and relevance of QC tests.
- Ability to follow pick slips, shipping documents, delivery notes and AWP's accurately.
- Sound understanding of H&S and environmental procedures.
- Mechanical aptitude and operation of equipment to Approved Working Practices.
- Team player.
- SAP operating and reporting.
- Full knowledge of emergency, spillage and chemical segregation procedures.
- Experience of assembling, delivering and recording orders.
- Trained to carry out cycle count.