

Do you want early finishes on a Friday? Do you want a job with variety? Then this could be an exciting role for you! An opportunity has arisen for an **Operational Support** within our **Operations Department**. We are looking for an enthusiastic person to join our team in Dorset. You would be working 08:30-17:00 Monday-Thursday and 08:30-14:00 on a Friday.

**Key Areas of Responsibility:**

- Despatch and Rewind Finishing support – assisting with daily duties as and when required, including holiday cover
- Delivery/Collections – Weekly requirements for driving and delivering to our customers, maintaining the vehicle ensuring it is kept clean and fully fueled and any damages reported and managed. Please note some of these deliveries are up to 2 hours away from the site
- Waste Management – Compacting duties including the collection, emptying, compacting and weighing all waste daily using both an external and internal compactor, ensuring empty collection bins are available throughout the factory overnight.
- Maintenance – Working to an allocated tasks list, there will be a few small maintenance jobs to be completed around the business. Each task will be reviewed to ensure it meets the capability of the team member, anything outside this will be sourced to a qualified person, i.e. electrical, plumbing etc.
- Cleaning duties – To maintain the clean factory floor environment to a high level, all walkways must be also kept clean using equipment provided. There will also be some requirements for machinery cleaning, for which full training in all Health & Safety aspects will be given.
- Raw materials management – Support will be required to ensure excess raw materials are returned to stores
- Holiday cover – Cover would be required in some operational areas, where flexibility on the tasks above will be allowed to ensure holiday cover is supported.

**Key Requirements:**

- An excellent communicator – written and verbal – always
- Well organized, paying close attention to detail, ability to prioritise, remaining calm under pressure
- Friendly, approachable, flexible and a team player
- Able to work independently seeking guidance where appropriate
- Proactive, positive, enthusiastic – demonstrates ‘can do’ attitude
- Confident
- Smart appearance
- Computer literate – MS Outlook, Excel, Word, PowerPoint or equivalent (Office 365 knowledge preferable)
- Full clean driving license
- Forklift operator license (preferable, training and qualification will be offered to the right candidate)

**Selection:**

This is an excellent opportunity to join a progressive business who invest in people. Should you feel that your skills and experience match the specification, please forward your covering letter and CV along with your salary expectations to our team.

Due to the volume of applications we receive, unfortunately we are unable to provide individual feedback. If you have not heard from us within 7 days after the closing date, then please assume that your application has not been successful.