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| Job Title: | Rewind Operative | Job Category: | |
| Department: | Production | Position Type: | Full-Time |
| Location: | Blandford, Dorset | Location type: | Production |
| Reports to: | Operations Manager | Working hours: | Monday-Thursday 07:30-17:00 Friday 07:30-14:00 |

Job Description

Key Areas of Responsibility

- Produce finished reels in accordance with the Rewind Manual
- Have a clear understanding of shift patterns and importance of good timekeeping
- To finish printed jobs into customers' specifications whilst checking quality due to this being the last inspection before the customer sees the labels
- Reading and understanding job bag
- Ensure the core labels have correct information. Outer labels are to detail correct information and should be in numerical order
- Keeping high standard of presentation of finished goods to customer
- Minimise Downtime
- Operate at or below make ready and running waste targets.
- To maintain quality level through a production run ensuring consistency is equal to original Quality Control
- Accurate input of all information onto in-house system as per training given
- Keeping within accepted levels of spoilage for areas within your control
- Any other duties required to meet the prevailing needs of the business.
- Participation in company Continuous Improvement – always suggesting ways to help drive the site forward
- Maintenance and good housekeeping following the Clean As You Go policy
- Adhere to company policies, procedures and systems within area of responsibility
- Ensure effective communication within productions department and line manager
- Establish key working relationships with colleagues and line management

Key Requirements

- Ability to manage and deal with change in a fast moving and demanding environment while still maintaining standards set within the business
- Should be able to use own initiative when necessary
- Ability to problem solve
- Good organisational and self-motivational skills
- High levels of accuracy and attention to detail
- Good communicator (written and verbal) at all times

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LABELS

- Friendly, approachable and flexible – a team player
- Proactive, positive, enthusiastic - demonstrates “can do” attitude
- Previous experience of Rewinding – Desirable
- Understanding of Standard Operating Procedure – Desirable

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