



Greyhound Box

Job Description: Production Assistant

Reporting to: Operations Supervisor

General Job Function: The aim of the position is to assist machine operators throughout the running of each job starting with the preparation of raw materials, tooling, and inks. Ensure the finished product is then palletised correctly and moved to the designated area ready for the next process. Production Assistants are responsible to keep the work area clean and free from any obstructions in line with Health and Safety procedures.

Areas of Responsibility:

- Adhering to Health & Safety
- Adhering to ISO Procedures
- Adhering to housekeeping procedures
- Ensuring the work area is free from obstructions and reporting any hazards.
- Feeding raw material into machines
- Assembling boxes if required
- Bundling boxes and stacking them onto the pallet
- Locating tooling used for die-cutting machine and setting them up.
- Ensuring the tooling after use is labelled and put back into the correct location.
- Supporting Operators in their daily task

Requirement and Key Skills

- Previous experience in manufacturing as a production operative or similar role
- Product knowledge beneficial
- Good attention to detail
- Good understanding of Health & Safety
- Basic understanding of ISO systems
- Good communication and teamwork skills