

Packing Supervisor – Full Time (40 Hours Per Week)

OVERVIEW

Role: The Tube Creation Company are currently recruiting for a full time Packing Supervisor to Join our team.

As a Packing Supervisor, you will be responsible for overseeing the packing department and ensuring that all policies and procedures are followed.

Should this position be of interest, please email your CV to careers@tubecreation.co.uk before the 31st January 2019.

About Us: The Tube Creation Company is an ambitious and growing manufacturing company based near Topcliffe in North Yorkshire.

We specialise in the design and manufacture of steel table frames for the contract furniture market and plan to grow exponentially over the next few years.

Closing Date: 31st January 2019

Reports To: Production Manager / Managing Director

KEY RESPONSIBILITIES

- Brief packing team daily and ensure all team members are organised according to workload priority.
- Ensure coordination of workflow from preparation to powder coating.
- Supervise team to ensure clean and safe environment is maintained.
- Prompt team to follow standard wrapping procedures for all products unless otherwise instructed.
- Observe and implement Health & Safety procedures.
- Communicate with the office team to order new consumables and ensure paperwork is up to date.
- Oversee quality control to ensure that each product leaves the factory in an acceptable manner.
- Supervise the loading of the containers, lorry & van, ensuring standard procedure is followed.
- Complete all paper work to high standards and submit daily records to the office team.
- Conduct monthly stock reports and submit findings to office team.
- Ensure detailed photographs are taken of all prototype, samples and non- standard products prior to packing. (Training can be provided)
- Conduct final checks on loads to ensure they are safe to leave the factory.
- Review processes and provide feedback to office team on regular basis.
- Regular inspections of tools and equipment & basic maintenance .

ESSENTIAL REQUIREMENTS

- Excellent verbal and written communication skills.
- Ability to think creatively and offer relevant, innovative ideas.
- Self-motivated and proactive.
- Highly organised, ability to prioritise and work to deadlines.
- Experience in supervising & assisting in the management of health & safety.
- Ability to remain calm under pressure.
- Experience of supervising people.
- Strong team player .
- Confidence to delegate work as appropriate.
- Excellent attention to detail.
- Full UK Driving License & access to own transport as the factory is in a rural location.

DESIRABLE REQUIREMENTS

- Experience in a similar role.
- Previous Stock management experience.
- Knowledge of digital photography .
- Knowledge of steel production (Not Essential).
- A sound knowledge of Health and Safety Legislation.

HOW TO APPLY

To apply for this role, please email your CV to careers@tubecreation.co.uk and write a short cover letter to showcase how you feel your skills and experience best meet the requirements of the role within the email body.

Closing Date: 31st January 2019

Apply: careers@tubecreation.co.uk

All applications **WILL** be considered

(Please Note: Any applications received after Thursday 31st January 2019 will **NOT** be considered.)