

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
- 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.
- 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.

Apply: careers@tubecreation.co.uk

All applications **WILL** be considered