

## **Job Advert – Production Operative Assistant**

**Ooznest Ltd** are a rapidly expanding company that designs, manufactures and sells CNC Machines and parts.

We are looking for a dynamic **Production Operative Assistant** to join our excellent team.

You will be a key part of our busy and friendly Production team – you will be providing assistance on our batch production line to **manufacture our CNC Machine kits**.

Your job as the **Production Operative Assistant** will be to complete all component assembly, part selection and kit production tasks to a high standard following production line procedures.

### **The Production Operative Assistant will be responsible for:**

- Carrying out assembly tasks to produce machine components to the specified build-time standards
- Operating auto-bagging machine for picking and counting small parts to high accuracy
- Using hand tools and other equipment to build some components
- Using computer based systems
- Collecting, checking and counting parts from the 3D printer farm
- Complete quality checks on stock you use, to the required standards as trained
- Barcode scanning each kit correctly, ensure contents match order requirements
- Packing finished kits effectively for shipping using paper filling and strapping machines
- Understanding and keeping on track with the batch production timelines
- Reporting any issues in production to the Production Operative Lead
- Achieving maximum production output whilst maintaining defined quality standards and minimum waste
- Moving stock between warehouses
- Helping with other general duties within the production facility
- Helping out with the daily orders fulfilment packaging as trained
- Ensuring work area is kept clean and tidy

### **Production Operative Assistant Skills Needed:**

- Attention to detail – to ensure a high quality standards of production
- Organisation – to ensure each production tasks deadlines are met
- Communication – to coordinate with other production line team
- Accuracy & precision - to maintain high production output with little waste
- Mechanical aptitude to use hand tools and machinery
- Teamwork – to be a positive, keen team player across the business
- Strong work ethic and desire to learn and succeed
- Experience working within manufacturing is desirable
- Manual handling awareness is desirable

### **What we offer**

- competitive salary from £7.25-£9.00 /hour dependant on age and experience
- a generous holiday entitlement (including bank holidays)
- pension scheme.

Most importantly we offer full training and an excellent working environment with the chance to learn about all the different areas of the business.

### **Job Information**

Job Type – Full Time



**RECRUITMENT**  
**Ref: OZPOA003**

Hours – 8am to 4:30pm (20 minute paid break, 30 minute unpaid lunch)  
Due to the location of the business, having your own transport is recommended.  
Successful applicants will be invited for an interview and potential trial period in the role.

**Applicant Requirements:**

Education: Secondary/High school or greater

References: 2

**To Apply:**

Please send a CV and a cover email to [lucyfrancis@ooznest.co.uk](mailto:lucyfrancis@ooznest.co.uk) explaining what about this role made you want to apply and describing your interest in working with us.