



## Crafting Excellence Together: Join the Ooznest Team!

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### RECRUITMENT PACK

### Position: Production Assembly Operative

This document includes the following information:

- Job Description
  - Person Specification
  - Additional information
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### JOB DESCRIPTION – Production Assembly Operative

#### Join Our Dynamic Fulfilment Team – Craft, Customise, and Despatch with Excellence!

Are you driven by precision and passionate about playing a pivotal role in a collaborative manufacturing team? If, so, we are on the hunt for a proactive, detail-oriented individual ready to excel in this hands-on role creating and dispatching quality products.

#### Who We Are & What We Do:

Ooznest is not just a group of employees; we're a close-knit unit, with a 'can-do' attitude dedicated to fostering a culture of involvement, innovation, and excellence.

And we're more than just a company selling products; we're a team dedicated to providing solutions that power projects through our aluminium extrusion systems, mechanical parts, customisation services, and components kits. Our fulfilment team is at the heart of operations, ensuring every order is crafted, customised, and despatched to meet our high standards and our customers' expectations.

#### What You'll Be Doing:

As a **Production Assembly Operative**, you will find yourself immersed in a variety of tasks – each day promising something new. From meticulously assembling and customising components and aluminium extrusions to ensuring our products are despatched on time and in perfect condition, your role will be hands-on and dynamic.

This role is not just a job; it's an opportunity to grow, refine skills, and make an impact on our company and customers

#### What Makes You a Great Fit?

This position is ideal for someone who enjoys working with their hands, takes pride in precision, and thrives in a fast-paced environment. As we are a small team, flexibility is key—you'll need to be adaptable and ready to jump between tasks to help achieve our shared team goals. Your willingness to contribute wherever needed will play a crucial part in our success, making this role both varied and rewarding. Join us if you are:

- Enthusiastic about contributing to a cohesive team effort
- Proactive and ready to take on new challenges
- Detail-oriented with a passion for precision
- An excellent team player, ready to support and elevate your peers
- Looking for a role with variety and potential for personal development

#### What You'll Get in Return

We believe in creating an environment where our team members feel valued, supported, and motivated to grow. Here's what you can expect when you join us:

- A collaborative and supportive work environment
- A diverse range of tasks to keep you engaged and learning
- The opportunity to develop a broad skill set in manufacturing and despatch
- The satisfaction of being part of a team that takes pride in delivering excellence

**Ready to Make a Mark?**

If you're keen on the idea of rolling up your sleeves and getting involved in all aspects of our unique business, we would love to hear from you to become our next **Production Assembly Operative**.

**Main duties/responsibilities/accountabilities**

- **Component Assembly:** Efficiently assemble components, adhering to specific build-time standards while ensuring the highest quality.
- **Machine Operation:** Skilfully operate auto-bagging machinery to sort large volumes of small parts with precision.
- **Adherence to Specifications:** Accurately understand and follow work instructions and specifications outlined in work instruction sheets.
- **Packaging Preparation:** Meticulously prepare packaging to guarantee the perfect condition of items during despatch.
- **Quality Control:** Proactively identify and report any production discrepancies or errors to maintain our high standards.
- **Customisation Machinery Operation:** Handle machinery adeptly for processing custom orders to meet client specifications.
- **Finishing Work:** Utilise hand tools for detailed finishing work on materials, ensuring excellence in final presentation.
- **Basic Machine Maintenance:** Reloading bags in the auto-bagging machine, refilling paper in the packaging paper machine, and ensuring machinery is stocked and ready for efficient operation.
- **Workspace Upkeep:** Consistently keep work areas organised, clean, and conducive to productive operations.
- **Team Support & Collaboration:** Actively assist and support team members across various tasks to ensure all work is completed efficiently, maintaining high standards and contributing to the overall success of the team.

*These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.*

**Job details**

<b>Contract:</b>	Full time, permanent
<b>Hours:</b>	Monday – Friday 8.00-4.30pm
<b>Salary:</b>	£26,200 pa
<b>Location:</b>	Brentwood, CM14 5TA
<b>Benefits:</b>	Holiday 20 Days + Bank Holidays Additional 3 days paid holiday for Christmas shutdown Pension scheme Free on-site parking Newly built modern staff kitchen and breakout room

**PERSON SPECIFICATION – Production Assembly Operative**

Align Your Experience and Skills: Our Ideal Candidate

**Experience/ Knowledge**

	Essential	Desirable
• Experience of component assembly to build-time standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience operating auto-bagging machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience using packaging and strapping machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience operating upcut mitre saw and/or band saw	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience operating hand tools and/or power tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience using a 3D printer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience operating a WorkBee CNC Machine or similar	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience using Zebra Barcode Scanners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Hold a Forklift operator licence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Experience using Windows-based software	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Knowledge/Experience of Orderwise software	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Knowledge of warehouse safety practices	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Skills/ Attributes**

	Essential	Desirable
• Enthusiastic and Positive Attitude: Brings energy, enthusiasm, and a can-do mindset to the role, always looking for ways to contribute and improve.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Team Player Mentality: Thrives in a collaborative environment, always ready to support colleagues and contribute to shared team goals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Flexible and Adaptable: Willing and able to move between different tasks as needed, embracing variety and responding positively to changing priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Clear and Supportive Communication: Communicates effectively and respectfully within the team, ensuring smooth workflow and problem-solving together.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Exceptional Attention to Detail: Upholds high standards of quality in every task to ensure excellence in production	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Precision and Accuracy: Delivers high production output with minimal waste through meticulous work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Manual Dexterity: Skilled in using machinery, hand tools, heavy lifting and handling small components with ease.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Methodical and Organised: Applies a systematic approach to assembly tasks and stays organised to meet deadlines consistently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Reliable Timekeeping: Maintains excellent timekeeping and attendance, being a dependable team member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Health and Safety Awareness: Prioritises a safe working environment, understanding and respecting safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• High personal integrity, with the ability to maintain the confidentiality of personal data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Very good numeracy, literacy, and IT skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL INFORMATION – Production Assembly Operative****How to apply**

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Download a copy of the Application Form from the Join Ooznest page on the website.

Complete all sections of the application form.

Email a signed copy of the application form to [recruitment@ooznest.co.uk](mailto:recruitment@ooznest.co.uk)

Applications must be received before the closing date stated on Join Ooznest page on the website.

Informal enquiries may be made [recruitment@ooznest.co.uk](mailto:recruitment@ooznest.co.uk), however, all applications must be made by the submission of the application form.

**Our Recruitment Process**

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**Stage 1: Initial Application** - Kickstart your journey by submitting our standardised application form.

**Stage 2: Preliminary Screening** - We will review your documents to select candidates for the next step.

**Stage 3: Comprehensive Interview** - Meet face-to-face with hiring managers for a detailed interview, including competency tests tailored to the role, and a meet and greet with the wider fulfilment team.

**Stage 4: Evaluation by Hiring Managers** – We will review your application, interview notes and test results. Successful candidates will be invited to a trial.

**Stage 5: Trial** – Take part in a half day trial, giving a deeper insight into the role and our team dynamics, as well as providing us with the opportunity to see you in action. Post trial your performance and team feedback will be evaluated to decide on your progression.

**Stage 6: Conditional Offer** - If you're the right fit, we'll extend a job offer, contingent upon satisfactory reference checks.

Welcome to the exciting journey of becoming part of our team!