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## Customisation Operative (Manufacturing) – Part Time

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### JOB DESCRIPTION – Customisation Operative (Manufacturing)

We're looking for a positive and reliable **Manufacturing Operative** to become part of our friendly and growing team.

If you're hands-on, enjoy making things properly, and take pride in getting the details right — this part-time role could be perfect for you!

#### Who are Ooznest:

We're a small company with a big mission — to become the UK's most trusted and accessible supplier of Aluminium Extrusion systems. Based in Brentwood, Essex, everything we do is focused on quality, service, and delivering exceptional products to our wide range of customers — who can be individuals and businesses and even university researchers.

#### What You'll Be Doing:

As part of our **Manufacturing Section**, you'll be working in the **Customisation Production** function — where materials are carefully customised and prepared before moving through to Quality & Inspection and then onto Fulfilment ready for customer orders.

You'll work across three main production stations, using **two cutting machines and hand finishing tools** to prepare aluminium extrusion and other materials to the specifications shown on each Works Order.

This includes cutting materials to size, and completing any required tapping or finishing with exceptional accuracy and consistency — directly impacting customer satisfaction and team success!

This role isn't just about ticking off tasks — it's about ownership, care, and teamwork. Every products produced is a reflection of our standards — you'll take pride in asking, "Am I happy to put my name to producing this?" and make sure the answer is always yes.

#### Main duties:

- **Customisation Works Orders:** Receiving and processing customisation works orders using handheld devices; picking the required materials before accurately completing each production process at dedicated workstations.
- **Component Verification:** Checking materials for the correct quality and suitability before production begins.
- **Customisation Tasks:** Producing a variety of customised products by carrying out tasks such as:
  - Measuring and cutting aluminium extrusion accurately to specified lengths using an up-cut machine.
  - Measuring and cutting linear steel shafts to specified lengths using an abrasive cut-off machine.
  - Drilling and tapping holes in aluminium extrusion using hand tools and production equipment.

- Cutting and preparing other materials to the specifications shown on Works Orders.
- **Finishing & Preparation:** Cleaning and finishing cut materials, removing any swarf or sharp edges and ensuring each piece is neat, clean and ready to move onto Quality & Inspection.
- **Quality Checks:** Carrying out in-process checks, including measuring completed work to confirm it meets the required specification before passing it to Quality & Inspection.
- **Equipment Care & Upkeep:** Carrying out routine care and upkeep of the machines and equipment, including changing blades, topping up cutting fluids, clearing debris, and changing extractor bags and filters.
- **System Use:** Using our computer systems to process works orders steps and accurately record production progress.
- **Workspace Upkeep:** Keeping work areas, machines and equipment clean, tidy and organised, observing all safety protocols.
- **Team Collaboration:** Communicating effectively with the team and coordinator to resolve issues and keep production work moving smoothly.
- **Helping the wider team:** Supporting other sections when needed (training provided).

*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.*

### What Makes You a Great Fit?

- **Positive Attitude** – Brings a positive, can-do mindset to every task.
- **Teamwork** – Respectful, helpful, and celebrates shared successes.
- **Pride in Work** – Takes ownership in producing products properly, neatly, and to a consistently high standard.
- **Attention to Detail** – Pays close attention to accuracy and the small details
- **Practical & Hands-on** – Enjoys practical work and using tools and equipment, and producing neat, accurate results.
- **Focused & Consistent** – Works at a steady pace without cutting corners, staying focused through repetitive tasks and producing consistent, accurate work every time..
- **Reliability** – Someone the team can count on to show up and give their best each shift.
- **Initiative** – Spots when something needs doing and gets on with it - doesn't say 'that's not my job'
- **Adaptability** – Is happy to switch between different production tasks as priorities change.
- **Process Driven** – Follows processes, and instructions carefully rather than taking shortcuts or changing the planned sequence of work.
- **Customer Focus** – Understands that every product produced contributes to the customer's trust in our products.
- **Safety-conscious** – Treats machines, tools and materials with care and respect, following safety procedures and never compromising safety to work faster.
- **Physical Worker** – Comfortable with physical, manual work, being on their feet most of the day and regularly handling and moving longer or heavier materials.

## Recruitment Pack: Customisation Operative (Manufacturing) – Part Time

### Why work with us?

- A **friendly**, hardworking, and **supportive** team
- **Open culture** where your contribution is seen and **valued**
- Company updates shared regularly — **you're part of the journey**
- Take satisfaction in being part of a team that takes pride in delivering excellence
- Supported with **structured training and clear goals** for production, consistency, and quality – to help you track your progress, build confidence, and meet the high standards our customers rely on.
- Work in **modern facilities** with heated and air-conditioned warehouses, plus a newly built modern staff kitchen and breakout room.
- Benefit from **part-time hours that fit around life** while still being part of the team's success.

### Job details

|                  |                                                                                                                                                                                                                     |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract:</b> | Part time, permanent                                                                                                                                                                                                |
| <b>Hours:</b>    | 16 or 24 hours/week<br>(2 or 3 days, Mon–Fri, 8am–4.30pm)                                                                                                                                                           |
| <b>Salary:</b>   | £13.45 per hour                                                                                                                                                                                                     |
| <b>Location:</b> | Brentwood, CM14 5TA                                                                                                                                                                                                 |
| <b>Benefits:</b> | Holiday 20 Days + Bank Holidays<br>Additional Christmas shutdown paid days<br>Pension scheme<br>Free on-site parking<br>Heated and air-conditioned warehouses<br>Newly built modern staff kitchen and breakout room |

## PERSON SPECIFICATION

### Experience/ Knowledge

|                                                                                                               | Essential                           | Desirable                           |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| • Experience working in a warehouse, manufacturing, production or other practical working environment         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience carrying out practical, hands-on work using tools or equipment                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience using machinery or production equipment safely following set processes or quality control checks | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience measuring materials or components accurately to a given specification                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience following set processes, work instructions or quality checks                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| • Experience working to accuracy or productivity targets                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience carrying out routine care or upkeep of tools, machinery or equipment                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience handling long, bulky or heavy materials safely                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience working as part of a small team                                                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience using handheld devices, barcode scanners or similar equipment                                    |                                     |                                     |

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|------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| • Experience using Windows-based software                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Experience using ERP or warehouse management systems (Orderwise or similar)            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Knowledge of safe working practices when using tools, machinery and handling materials | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| • Hold a Forklift Operator Licence                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

### ADDITIONAL INFORMATION

#### 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.

**Stage 5: 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!