

**Job title**

Door Assembly Operative

**Company name and postcode**

Global Doors, WF5 9SQ

**Job summary**

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

Job Overview:

This role is an excellent opportunity for a 16- to 24-year-old who is personable, motivated, and hardworking. with a can-do attitude. Reporting to the Assembly Supervisor, this role is responsible for the effective and efficient processing of raw materials through the assembly department whilst ensuring a quality product is made using company procedures & working within the company core values and all ensuring all duties are carried out safely.

Assembly Team Member Job Duties:

Efficiently Assemble metal frames, wood/glass panels and required components to build a finished product whilst ensuring high quality of product at all times.

Carry out the application of safety backing to cut glass to provide suitable parts for assembly and for direct sale to customers.

Always ensure that safe working practices are followed at all times and that all PPE supplied is worn when required.

Maintain a good standard of housekeeping within any area in the factory including area surrounding the workstation.

Assist and carry out the picking of stock from the warehouse when required ensuring all parts and products get taken to the correct locations.

Maintain a good standard of time keeping and punctuality at all times.

Always maintain a good standard of appearance and personal hygiene when at work due to customers, suppliers & visitors attending site on a regular basis.

Communicate any issues with work immediately to the Production Supervisor including quality, time keeping, lack of understanding and training requirements.

Ensure the core values of Global Doors are followed at all times and this is exhibited by the whole manufacturing team.

Any other ad-hoc duties considered reasonable, as requested by the Assembly Supervisor or Manager.

The above duties, albeit being quite specific, are not all exhaustive and there may be times when other requirements are expected to carry out the role of Assembly Operative to the expectations of the Company.

Company Overview:

We are a leading specialised manufacturer of made to order sliding wardrobe doors. We have a skilled workforce with both manufacturing and business operating roles. For over 25 years we have built our business into a company that is able to offer a full range of storage solutions to a wide target

audience. We offer our solutions through our 3 key brands New Build Interiors servicing the property development and commercial to residential market. The Tresana Collection is sold through our showroom partners who sell directly to the end-user and finally, our Simplicity range caters to the need of the smaller developers, local trade people, and fabricators. We also offer component purchases in small and bulk sizes orders.

Important note: This role is a new, part-time job that has been created for six months as a Kickstarter Scheme Job Placement with the intent to help a young person become more employable. Long-term employment is not guaranteed; however, there is a possibility that the successful applicant could be offered a full time, permanent position by undertaking a relevant apprenticeship on completion of the 6 months. The successful applicant will be provided basic training for the role, on the job, as well as training which will help with future employability.

**Essential skills, experience and qualifications** (please do not use bullet points)

Must Have - Basic health & safety awareness

Preferred - Good computer and IT skills

Preferred - Good Level of fitness

**Job category (DWP use only)**

**Number of hours per week**

25.5 hours per week over 5 days

**Working pattern and contracted hours** (including any shift patterns)

25.5 hours per week over 5 days

Salary 25.5 hours per week paid by the Kickstart scheme. Any additional hours you are asked to work will be paid at national minimum wage.

22 days holiday plus Bank Ho

**Hourly rate of pay**

NMW