

JOB DESCRIPTION

Job Title: Class II Finisher
Department: Finishing
Responsible to: Operations Manager/Finishing Team Leaders

Main purpose of job: To effectively produce orders that meet the customers requirements.
To ensure that all details on completed jobs are as per customers requirements.

Key responsibilities:

1. Operating equipment within the department following training.
2. Working on the bench and carrying out final inspection before it is despatched to the customer.
3. Checking all work against the work ticket, following department and company policies at all times.
4. Working within the APACS standards at all times using overlays provided.
5. On completion of the job updating work ticket and signing off.
6. Informing packers when a job is complete and ready for them to pack and despatch.
7. Informing Finishing Team Leaders when job is complete and requesting instructions on the next job.
8. Advising Finishing Team Leaders of any problems with machinery, i.e. stitches, mailer, mini mailer etc.
9. Keeping work area tidy at all times.
10. Disposing of any overs at the end of a job in the correct bins i.e. secure/non secure.
12. Such other comparable duties as may be required by the Operations Manager/Finishing Team Leaders.

This job description covers the current range of duties and will be reviewed from time to time. It is the company's aim to reach agreement on changes, but if agreement is not possible, the company reserves the right to change this job description.