

Job Description

Job title:	Site Installation Fitter	Division	Work Space Furniture
Level/Grade	Operative	Reports to:	Site Supervisor

Role Purpose: Why the role exists and its overall contribution to the organisation

Working on-sites and within our Thetford based factory to complete installations for a wide variety of construction and display projects, in the commercial, healthcare, education and retail sectors across the UK.

Main Purpose of Job:

To assist the site supervisor in the smooth running of site installations in the most efficient and cost-effective way, achieving work to the required standard, quality, on-time and to our customer full satisfaction. To assist the Factory supervisor in the construction and assembly of display units and stands during periods between site installations.

Role Accountabilities: main areas for achieving delivery and results

1. General:

- ✎ The on-site assembly and installation of displays and cabinetry units and furniture;
- ✎ Assist the site supervisor when on site;
- ✎ Under management instruction, to liaise with customers while on site to ensure smooth, on time installations;
- ✎ To carry out site surveys, marking up drawings with relevant information to assist with design and production;
- ✎ To assist the site supervisor in compliance of site Health and Safety regulations;
- ✎ Ensure quality standards are met as per supervisor's instructions;
- ✎ To work accurately and efficiently at all times;
- ✎ To adhere to efficient and good housekeeping practices;
- ✎ Assist in the loading and unloading of vehicles during site installations;
- ✎ To undertake the required duties and follow agreed procedures at all times per task as identified by your supervisor;
- ✎ Ensure that tools are kept in good working order and any faults reported to site supervisor immediately;
- ✎ Work in an efficient manner with good housekeeping practices;
- ✎ To meet quality standards as set out by the site and/or factory supervisor;
- ✎ Report back to the site and/or factory supervisor any issues found with drawings during assembly or installation.

2. Expectations and Accountabilities:

- ✖ To carry out quality control checks and procedures;
- ✖ To adhere to and achieve quality standards as set out by management;
- ✖ To advise management of any further required value engineering discovered;
- ✖ To undertake training on key machines as necessary and as determined by the site and/or factory supervisor.

3. Health and Safety Responsibilities:

- ✖ To organise your work area prior to start of job to ensure Health & Safety regulations for both yourself and your work colleagues are met;
- ✖ Ensure good maintenance and appropriate storage of equipment in order to be able to carry out day to day tasks as set out by your supervisor;
- ✖ Ensure all working practices and operations are in compliance of the companies H&S policies and procedures.

4. Other Responsibilities:

- ✖ Provide guidance and ensure adherence to all policies, procedures and standards;
- ✖ To undertake ad hoc projects as delegated by the supervisor.

Knowledge, Skills, Qualifications and Experience:

Essential:

- ✖ Able to work away from home during the week at various site locations around the UK. To carry out repairs and new installations, for which transport, accommodation and overnight allowance will be provided.
- ✖ Minimum of a full trade apprentice or NVQ level 2 within a relevant trade OR a proven track record to reflect appropriate trade experience i.e., carpenter, kitchen fitter etc.
- ✖ Ideally with a minimum level general operator CSCS card.
- ✖ Hold a full driving license.
- ✖ Experience of working in a busy manufacturing environment
- ✖ Good communication and influencing skills;
- ✖ Previous experience within a similar role.

Desirable:

- ✖ A good communicator, able to build relationships.
- ✖ Highly organised with strong time management and able to work under pressure;
- ✖ Motivated and like to take ownership of tasks and projects;
- ✖ Great a paying attention to detail with a strong eye for quality;
- ✖ Keen on developing existing skills as well as learning new ones.