Operations Assistant

 **Job Description / Responsibilities**

* 1. Ensure the efficient manufacture, picking and despatch of customer orders.
	2. Liaise with the Operations Supervisor to ensure daily production targets are met.
	3. Work safely and efficiently whilst carrying out all daily tasks assigned to you.
	4. Understand and react to the changing requirements of customer orders, ensuring the Operations team are aware of any changes.
	5. Liaise with the Operations Manager/ Supervisor and Administration team regarding order queries.
	6. Ensure all working procedures are followed.
	7. Work towards the common goal of a zero error rate. If an error does occur, ensure it is reported correctly and any actions identified to prevent its repetition are fully implemented.
	8. Working with the Operations Manager / Supervisor to ensure all aspects of Health and Safety are adhered to within your daily tasks.
	9. Communicate as required with carriers regarding arrival times, confirming consignment volumes and the efficient loading or unloading of pallets / consignments.
	10. Ensure stocks of pallets are maintained, skips are emptied and waste paint removal is booked with the relevant suppliers.
	11. Ensure all daily and weekly routines are carried out on tinting machines, including good housekeeping and colorant stock management.
	12. When competent, and as required, be actively involved in the production of customer samples and colour cards.
	13. Such other duties and tasks as are allocated to you at the discretion of the Company.