

Job Description and Person Specification



JOB TITLE:

Production Compounder

OVERVIEW OF THE COMPANY:

We are a Specialist Manufacturer of High Performance Structural Adhesives, Sealants and Coatings, based in Newton Abbot. FORGEWAY focuses on epoxy, polyurethane, methacrylate and MS Polymer chemistries. With a global distribution network, backed up by BS/EN AS9100 full traceability and on site laboratories which utilise advanced technology, FORGEWAY offers proven solutions to many business sectors, including aviation, automotive and transportation vehicles.

Since our beginning in 1994 our aim has always been to solve our customer's problems and offer enhancement to their products. We have become known for our ability to develop bespoke products to suit our customer's needs, fully supported by our research and development capabilities.

PURPOSE OF THE JOB:

To work with Production colleagues to ensure efficient, safe and accurate handling of stock, and delivery of high quality service to all customers.

DUTIES & RESPONSIBILITIES:

- Weigh and measure chemicals in the proper amounts following the formula given.
- Verify pre weighted chemicals before use
- Mix chemicals according to formula
- Follow Standard Operating procedures (SOP's)
- Set up machines at the beginning of shift to ensure proper working order
- Perform testing procedures to ensure that machines work optimally during the production procedures
- Maintain and clean machines before and after each shift
- Calibrate machines at the beginning of each shift if necessary
- Recalibrate machines at the end of each shift where necessary
- Monitor machines during every procedure to ensure optimum running
- Troubleshoot problems during machine operation
- Ensure that regular and preventative maintenance procedures are carried out
- Perform random tests to ensure accuracy
- Perform safety checks on every machine
- Ensure that machines are producing quality products by managing periodic checks on output
- Ensure stocks of needed materials are ready and available at all times
- Create and maintain activity logs
- Provide relevant information regarding progress to supervisors
- Assist with regular spot stock takes as required
- Undertake forklift truck duties as required, ensuring daily safety checks are conducted thoroughly and company guidelines observed
- Ensure all stock is stored, handled and transported securely and in line with company procedures
- Provide a professional, courteous and efficient service to all customers
- Work with team/colleagues to ensure the workplace environment is maintained to a high standard of cleanliness and tidiness and complies with company and legislative standards at all times
- Take reasonable care of both your own health and safety and that of others who may be

affected by your acts or omissions, ensuring all company safety and quality systems are followed and all relevant legislation complied with, raising concerns and reporting any incidents or suggestions to your line manager

- Support and assist newly appointed or less experienced colleagues by providing training and guidance as appropriate
- Any other duties that may be required from time to time for the smooth running of the business.
- Contributing to the delivery of the manufacturing schedule, escalating any issues in a timely manner
- Ensure waste is minimised
- Ensuring that the working area is clean and free of any hazards
- Reporting machine faults to shift supervisor/manager
- Attendance and contribution at daily team meetings

Any other reasonable duties as requested by the Company

WORKING CONDITIONS:

This role is based in the production areas of the premises. There will be a requirement to work shift patterns.

PHYSICAL REQUIREMENTS:

Some heavy lifting will be required, making use of appropriate handling equipment.

LINE REPORTS:

None

REPORTING TO:

Production Manager
Production Supervisor

WORKING HOURS:

Full time
Permanent
Monday – Friday, shifts between 0600 – 1800 with one 30-minute lunch break and two ten minute breaks.

Person Specification

KNOWLEDGE:

Essential	Desirable
	<ul style="list-style-type: none"> Science Background

WORK SKILLS:

Essential	Desirable
<ul style="list-style-type: none"> Attention to Detail 	<ul style="list-style-type: none"> Forklift driving First Aid certificate

GENERAL SKILLS/ PERSONAL ATTRIBUTES:

Essential	Desirable
<ul style="list-style-type: none"> Passionate, conscientious and disciplined with a 'can-do' attitude; Positive and personable attitude; Innovative; Dedicated to continuous learning and development; Respect for our community and its ethos; Good organisational skills; Good spoken and written communication skills; Patient; Accuracy and attention to detail; Self-motivated; Flexible approach to work; Ability to work independently but also as a team Excellent time keeping; Ability to work with people from different backgrounds/nationalities; Customer focussed. 	<ul style="list-style-type: none"> Results driven

EXPERIENCE:

Essential	Desirable
	<ul style="list-style-type: none"> Experience of work in manufacturing

EDUCATION AND QUALIFICATIONS:

Essential	Desirable
<ul style="list-style-type: none"> GCSE Maths C or above 	<ul style="list-style-type: none"> Forklift driving qualification First aid certificate Computer skills