

Embroidery Operative

Job title: Embroidery Operative (Twilight)

Function: To operate embroidery and/or heat machine against KPIs. At all times ensure the integrity of products you are handling and be customer focused.

Lines of Communication:

- Upwards – Goods Out and Badging Manager and Badging Team Leader
- Laterally – Warehouse Operatives and Production Operatives

Responsibilities:

- Upwards – Goods Out and Badging Manager

Hours of work: 3:00pm – 12:00 am

Duties

1. Operate the heat seal and embroidery machines assisting in the production of finished garments.
2. Conduct regular inventory assessments and promptly report any discrepancies or items that require reordering.
3. Ensure accurate colour selection for logo designs to maintain consistency.
4. Ensure all essential tasks ("A") assigned to you are completed daily, weekly and monthly as required.
5. Carry out any other additional duties that may be required ensuring H&S and quality procedures are followed at all times.
6. Ensure Health and Safety rules, policies and safe systems of work are adhered to and followed at all times.
7. Carry out inspections of all machinery and Mechanical Handling Equipment, document and report defects to your team leader/ line manager.
8. Ensure all matters regarding Health and Safety are communicated and reported appropriately (i.e. near miss and accident reporting).
9. Maintain the highest standards of housekeeping within the warehouse and the surrounding areas.
10. Carry out your duties in line with Towers policies, ISO procedures and approved training guides.
11. Ensure compliance with the company Environmental Policy.
12. Use the correct IT / system and scanning processes when carrying out your duties as per the training guides and procedures, ensuring all problems are highlighted to your line manager.
13. Support in maintaining the Global Operations Key Performance Indicators (KPI's) by meeting and exceeding the company targets set for the individual activities.

ROLE PROFILE

Key responsibilities and approximate time split:

The key responsibilities for the role are included here and grouped under the following three headings to give a feel for the emphasis and percentage split of the job

<ul style="list-style-type: none"> • Internal Team • Supply Partners • Customers 	10% 45% 45%
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Personal Attributes:

- High levels of attention to detail.
- Organised.
- Customer focused.
- A good understanding of stock control principles.
- Experience of working in a busy fast paced environment.
- Target driven with the will to succeed.
- Good communicator.
- A “can do” attitude.
- Familiar with the use of Computers.
- Team player.

People Focus

Managing relationships:	Seeks to build and maintain professional relationships with all Tower employees, clients and suppliers.
Communication: verbal/written	Chooses the most appropriate method to communicate effectively with Tower employees, clients and suppliers.

Personal Focus

Personal organisation:	Sets priorities to achieve personal and business targets.
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Change Focus

Adaptability:	Responds positively to the changing needs of the business and its clients by adapting behaviour to maintain effective performance.
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Analytical Focus

Information gathering:	Seeks to obtain all relevant information when dealing with tasks to be able to complete the task to the highest possible standard and in a timely fashion.
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Quality Focus

Thoroughness:	Works logically and accurately, ensuring the highest levels of attention to detail.
Quality Conscious:	Consistently work to a high standard and works with the team to improve current working practices and processes.

The Skills required for this role:

- Manpower Actively work with all Tower employees and suppliers with a focus on maintaining the smooth running of the business.
- Methods Maintain an efficient approach to tasks to ensure that outputs meet the needs of the business and its clients.
- Money Ensure product integrity and condition at all times.
- Minutes Accuracy, application of logic and prioritisation of tasks: daily, weekly monthly and periodically as and when required.
- Machinery Work in accordance with Tower health and safety policies, and IT/Internet policies and procedures.

Last updated: July 2024