



## Advanex Europe Ltd

### Roles & Responsibilities

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Role	<b>General Operative</b>	Issued	<b>1<sup>st</sup> July 2016</b>
Grade	<b>3</b>	Reporting to	<b>Head of Department</b>
Department	<b>Production</b>	Hours	<b>39 hours week, Monday to Friday</b>
Location	<b>AEU</b>		

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#### **Main Purpose of Job**

To provide support to production to ensure smooth running of production operations in accordance with production plan and company procedures.

Fulfilling an essential role taking Advanex to be **No.1 in the World at what we do!**

#### **Main Duties and Responsibilities**

To be carried out in accordance with Quality Management System, Work Instructions, Good Manufacturing Practices (GMP), departmental and company procedures including but not limited to:

- Assist in preparation of goods for despatch. Duties could include packing operations, logistics, stripfeed insertion, moving of material, finishing operations, general factory maintenance and inspection.
- Carry out operations on product in batch quantities in line with Quality Management System and Work Instructions
- Accurately record production information in line with company procedures as laid down in Company's Quality Management System and Work Instructions
- Maintain work equipment in line with procedure and as designated by your line manager and maintain accurate records
- Maintain accurate records in line with Company procedures when removing goods and material from Stores
- Organise and maintain personal work area
- Ensure all work stations and areas are kept in a clean and safe condition
- Assist in improvement activities when required
- To make recommendations regarding departmental improvements to your line manager
- To instruct and advise for training on your department where appropriate and when nominated as an in-house trainer and/or mentor.
- To attend section and company meetings as required
- Deputise for other other general operatives in any department as required
- Provide timely and sufficient information and instruction to deputies to ensure production and quality can be maintained during absence
- Perform any other duties as reasonably required by your line manager, Head of Department, Manager or a Director.

## Communication, Attributes and Relationships

- Communicate and liaise with your deputy/deputies to ensure the smooth running of your role during times of absence and provide training to ensure the nominated deputy is able to perform the basic functions of your role to provide adequate cover.
- Attend, present and provide a positive contribution at meetings as necessary
- Communicate departments with any item that could affect lead times and other commercial factors.
- Strive to be efficient and helpful with internal and external contacts
- Maintain and develop good working relationships
- Maintain and develop good working relationships with external organisations, other departments and Group companies promoting the company in a positive light at all times
- Maintain an innovative approach to your work, looking to develop and suggest improvements
- Maintain behaviour, attitude and ethics in line with the Advanex Group Core Values and Advanex Ethics and Compliance Policy
- Maintain behaviour in line within the company policy of anti-discriminatory practice of equality and diversity throughout the company.
- Always promoting behaviour in ourselves and others that will take us towards being

**No.1 in the World at what we do!**

### **Internal Liaison**

Production Personnel  
Stores  
Quality Assurance  
Sales Departments  
Manufacturing & Engineering departments

### **External Liaison**

Suppliers as per Approved Supplier List

**✓be honest and trustworthy ✓be respectful ✓possess cultural awareness and sensitivity  
✓be flexible ✓demonstrate sound work ethics ✓use our Group Core Values  
✓BE BRILLIANT!**

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## Health & Safety - General

- To assist Production Managers, Heads of Department and Leaders in promoting a positive and proactive Health and Safety culture.
- In accordance with the management of Health and Safety at Work Regulations 1992 and other relevant Health and Safety legislation, you have a duty to take responsible care to yourself and to others who may be affected by your work activities.
- Shall use correctly all work items provided in accordance with training and instructions received.
- Shall co-operate with others to enable compliance with statutory duties for Health and Safety.
- Assist in maintaining a safe working environment for self, colleagues and others by ensuring all areas are free from hazardous obstructions.
- To ensure that any work situation which may present a serious and imminent danger is reported immediately to a director/manager/health and safety representative.
- To either correct or notify management of any unsafe working practices and of any person behaving in an unsafe manner.
- To be aware of any responsibilities as laid down in company Health and Safety Policy and relevant risk assessments.

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## Quality - General

- All duties will be carried out in line with the Company Procedures for Planning, Production and Manufacturing.
  - Strive to maintain quality in line with the Company Management systems and procedures.
  - Alert your line manager, manager and/or directors to any issues of quality and risk.
  - Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve performance.
  - Effectively manage own time, workload and resources.
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## Environment - General

- Ensure that production and manufacturing schedules are made in line with Company Energy targets.
  - Be aware of your responsibilities in line with Company Environmental Management Systems and procedures.
  - Always try to save resources, energy and power consumption.
  - Minimise waste by promoting the 3R principles REDUCE REUSE RECYCLE.
  - Alert your line manager or other senior manager to any actions by yourself or others that may have a negative effect on the environment.
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### Be Unique

We don't mimic others. Uniqueness is the value of our existence

### Embrace & Create Change

Think it through, build up your courage and make your case to initiate change.  
If there is no precedent, make it.

### KISS Keep is Simple and Speedy

Let's simplify and speed up. Avoid bureaucracy. Be Lean.

### Act with your own initiative

Create your own energy to keep moving forward

### Focus on your own responsibility

Define your own work & perform it as you should and beyond. Provide Satisfaction Plus. Focus on you, do not get lost in what others are not doing.

### Put your heart into it

Passion should mark everything we do.

### Enjoy your work!

Let's eliminate bureaucracy that disrupts our enjoyable work environment. Happy workplace.



Job descriptions are not designed to be all-inclusive, but to provide a clear description of the role as far as practicable.

The nature of our company demands a flexible approach in order to provide the best possible service for customers and ensure continuous improvement to meet business demands and the future success of our company.

Roles and responsibilities can be changed in line with the changing demands of the business.

