



## **JOB DESCRIPTION /** **PRODUCTION ASSISTANT**

**LOCATION /** Office Based

**WORKING HOURS /** Monday-Friday 8.30am-5pm

### **THE ROLE /**

This role will help assist the production & operations team in the management of timely delivery of all company projects.

Any applicants will need to be organised, self-motivated and efficient in project administration and highly computer literate and able to work with basic CAD programs.

Day to day responsibilities will include nesting of bar and sheet materials, booking of transport, document control, virtual stock control and goods in and out.

This role has the capacity to develop and be promoted into varying aspects of the business which will be fully developed around the successful individual's key skills and capabilities.

