



## INTERNAL VACANCY

### Fork Lift Truck Driver x2

**SITE:** SPC

**RESPONSIBLE TO:** Manufacturing Co-Ordinator  
Manufacturing Team Leader

**HOURS OF WORK:** Double day shift pattern

**MAIN PURPOSE OF THE POSITION:**

To ensure that under the direction and guidance of the Manufacturing Co-ordinator/Team Leader that you support the Manufacturing area with the supply of tooling, materials and pallets when required.

**PRINCIPLE DUTIES / RESPONSIBILITIES:**

- ◆ To service Production Operatives with materials and pallets etc., as and when required.
- ◆ To arrange collection from stores area production tooling and deliver same to relevant press.
- ◆ To ensure that when removing raw material from racking that the relevant documentation is forwarded to the Material Controller.
- ◆ To remove rubbish/steel scrap from manufacturing areas, to ensure that gang ways and Fire Exits are kept clear at all times.
- ◆ To ensure that all W.I.P areas are kept neat and tidy.
- ◆ To ensure that when moving finished components from manufacturing area into the stores that the correct labels are on each pallet.
- ◆ To ensure that the correct preventative maintenance carried out on the Fork Lift Truck. I.e. check oil and battery levels.
- ◆ To report any Fork Lift Truck problems to your co-ordinator.
- ◆ To ensure that any manufacturing problems are reported to your co-ordinator
- ◆ To ensure that all Health and Safety at Work Regulations are adhered to at all times.
- ◆ To assist the Material Controller as and when required.
- ◆ To ensure that good housekeeping standards are maintained at all times.
- ◆ To carry out adhoc duties as and when requested by your co-ordinator.
- ◆ These duties are not 'limited' or 'fixed' and you may be required to take on additional reasonable responsibilities, as our business needs change

**JOB REQUIREMENTS:**

You will need to have good communication skills and hold relevant FLT license.

Please apply for this vacancy by sending in your CV by e-mail, stating the reason you are applying and why you feel you would be suitable for this position. Please note CV's not sent in via email will not be considered.

This e-mail should be addressed to: Monique Fearon at [Monique.Fearon@sertec.co.uk](mailto:Monique.Fearon@sertec.co.uk)

**CLOSING DATE FOR APPLICATIONS- 19 January 2018**