

JOB DESCRIPTION

JOB TITLE: **Apprentice Production Operative**

RESPONSIBLE TO: **Production Team Leader**

PURPOSE OF JOB:

To produce orders and to assess and repair customer returns on a daily basis whilst ensuring a high level of quality throughout.

To assist in the quarantine process to ensure rental assets are made rental ready following the agreed testing procedure.

MAIN RESPONSIBILITIES:

1. Production

- Test and despatch products based on the production schedule taking instruction from the Production Team leader
- Update test sheets
- Update the Sales ordering system
- Be involved in regular stock counts

2. Quarantine

- Test and repair the WCCTV Rental stock to ensure assets are Rental ready within the agreed SLA
- Update the quarantine sheets to ensure all elements of the rental stock are tested in accordance with the agreed testing process

3. Other Warehouse Duties

- Assist with all areas of work in the warehouse during busy periods
- Adhere to the working practices of the warehouse at all times
- Undertake relevant training as required by the Directors of the company
- Any other duties within the level of competence as requested by the Directors or Senior Management of the Company.

To ensure that all procedures are adhered to as stipulated in the WCCTV Quality Procedures and Quality Policy in accordance with the ISO 9001:2015 standard.



Post Holder:

Date:

Manager:

Date: