

**Job Title: Production Operative – Preparation & Finishing Department****Location:** Preparation / Finishing**Reports to:** Preparation & Finishing Supervisor**Shifts:** Rotating Shifts:

- 6:00am – 2:00pm
  - 2:00pm – 10:00pm
  - 10:00pm – 6:00am ( When Required )
  - 12:00pm – 10:00pm (4-day shift)
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**Job Purpose:**

To operate and maintain textile production machines within the Preparation & Finishing Department efficiently and safely, ensuring production targets and quality standards are consistently met. You will be responsible for running machines in line with production schedules, inputting data into ERP systems, and handling materials manually as required.

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**Key Responsibilities:**

- Operate textile production machines efficiently to meet daily Key Performance Indicators (KPIs).
- Perform daily machine checks to ensure operational reliability and report any issues promptly.
- Maintain high standards of product quality, adhering to internal specifications and customer expectations.
- Accurately input production orders and data into the company's ERP system.
- Issue cloth and materials to production orders as per instructions and schedules.
- Carry out manual handling of materials and products, following safe working practices at all times.
- Maintain a clean and organized work environment in line with health and safety standards.
- Communicate effectively with colleagues, team leaders, and other departments to ensure smooth workflow.

- Follow all site safety rules, operational procedures, and PPE requirements.
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**Skills and Experience Required:**

- Previous experience in a production or manufacturing environment, preferably textiles (advantageous but not essential).
  - Basic computer literacy; experience with ERP systems (e.g., SAP, Oracle, or similar) preferred.
  - Strong attention to detail and commitment to maintaining product quality.
  - Ability to work efficiently under pressure and meet production targets.
  - Physically fit with the ability to undertake manual handling duties.
  - Reliable, punctual, and flexible with shift availability.
  - Team player with good communication skills.
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**Working Conditions:**

- Rotating shifts across mornings, afternoons, nights, and 4-day shifts.
- Standing for extended periods and manual lifting required.
- Factory environment – may involve exposure to noise, heat, and dust (appropriate PPE provided).