

General Framer Specialising - Sanding

Location:

Cape Town

Type:

Permanent

Responsible for:

- All sanding of lengths of wood as well as joined frames before they are stained/sealed or sprayed.
- Joining and finishing blockmounts.
- Reading, understanding and executing worksheets as per instructions.
- Monitoring stock in department and alerting management of low stock levels.
- Making sure that orders are completed on time.
- Maintaining a tidy working environment, this includes your work station and any other space you may work in.

Summary of job description:

- Responsible for sanding all wood before it enters the next step of production. Included in this is making sure that all lengths are not warping, damaged or of an inferior quality.
- Making sure that all orders are processed on time and to the correct specifications.
- Bringing any production related problems to management's attention as soon as they arise, to avoid causing delays and missing deadlines.
- Making sure that all instructions are followed on worksheets. If this cannot be done, flag this immediately with management.
- Managing stock via weekly stock takes and flagging any low stock items with management.
- Cleaning behind the cutting machine once a week.

Key performance areas:

- Overall - Making sure that daily target's are met with the least amount of wastage and redo's as possible.
- Quality control – making sure that your part of production is perfect and any flaws or imperfections are addressed before moving it onto the next step in production.
- Quality control - making sure that all jobs leaving your department are completed to the highest possible standards.
- Production – providing feedback to management in daily morning meetings between 7.45 -8.00 am.
- Production - planning your day's work, according to what is on the production schedule, so that you are aware of what is instore for that day and you can then allocate your time accordingly. Make sure that you look not only at your work for the day but the rest of production so that you know how you may help out if necessary in other departments.
- Production - Helping out in other departments when your department is not busy or at managements discretion.
- Production - Cross train in other departments so that you can cover and help your colleagues.
- Production – problem solving issues that may come up and addressing them immediately so that they do not result in time wasted.
- Production – be able to work at a continuously fast pace to make sure that we are always outputting to the best of our ability.
- Tools - Looking after tools issued by the company. If they are lost or broken, it is your responsibility to purchase new ones to replace them.
- Machinery - Looking after machinery and making sure it is operated correctly.
- Machinery - Bringing any faulty machines to management's attention immediately

- Machinery - Turning off all machinery at the end of the day.
- Training – share knowledge and skills with other staff so that everyone is learning all the time.
- Personal matters - Arriving on time for work.
- Personal matters - Communicating with management regarding absenteeism and late coming.
- Personal matters - Communicate with your colleagues in order to work most efficiently and together as a team to get the job done.

Minimum educational qualification required to perform job:

- Matric

Inherent/specific requirements to do the job:

- Experience in framing production particularly in sanding.
- Experience and understanding of all areas around working with wood and frames.
- Having an eye for details that may cause problems further along in production.

Personal skills /attributes:

- Team player.
- Stay calm under pressure.
- Problem solver.
- Level-headed and even-tempered nature under stressful working conditions.
- Willing to learn and grow within the position.
- Tidy and organised.
- Positive.
- Good time management.
- Self-motivated.

Please forward your CV, in confidence, to annette.blackie@orms.co.za

Only shortlisted applicants will be contacted.

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