

## JOB DESCRIPTION

<b>Role Title:</b>	Bench Joiner	<b>Location:</b>	Workshop / Bildeston
<b>Department:</b>	Joinery Department		
<b>Reports to:</b>	Workshop Managers	<b>Direct Reports:</b>	None

<b>Role Overview:</b>	You are responsible for the assembly of any products going through the workshop.		
<b>Roles &amp; Responsibilities:</b>	<p>Working under the direction of the Workshop Supervisors, your key responsibilities and role will be:</p> <ul style="list-style-type: none"> <li>• Interpret working drawings and cutting lists</li> <li>• Work on own initiative meeting deadlines</li> <li>• Machining parts from stock and assembling units to high specification</li> <li>• Working within a Team environment to ensure deadlines are met</li> <li>• Good communication and accuracy of your work.</li> <li>• Flexibility if overtime is required to meet deadlines.</li> <li>• Working to the high level of quality expected within the Department.</li> <li>• Working closely with the Workshop Supervisors/Workshop Manager and keeping them informed of any issues</li> <li>• Ensuring compliance with all Company Quality and Environment Procedures</li> <li>• Ensuring compliance with all Company Health &amp; Safety Policies and Procedures</li> </ul>		
<b>Necessary Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Good time management and time keeping</li> <li>• Ability to prioritize workload and deal with busy deadlines</li> <li>• Work under pressure</li> <li>• Good communication skills</li> <li>• Joinery experience and knowledge</li> <li>• Bench joiner</li> <li>• Attitude and aptitude</li> </ul>		
<b>Desirable Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• Previous experience and knowledge of Industry</li> <li>• Bespoke Bench Joinery experience</li> </ul>		
<b>Qualifications: (Desirable to do the job)</b>	<ul style="list-style-type: none"> <li>• Any carpentry and bench joinery qualifications</li> <li>• 4+ years' experience ideally</li> </ul>		
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• All TMJ employees</li> <li>• Internal Department Teams</li> </ul>		
<b>Key External Relationships:</b>	<ul style="list-style-type: none"> <li>• Clients/Customers</li> </ul>		
<b>Prepared By:</b>	Production Manager	<b>Date:</b>	October 2021