

JOB DESCRIPTION

Job Title:	Sign Maker
Location:	Burton-upon-Trent Office
Responsible to:	Workshop Manager/ Assistant Workshop Manager

Job Purpose

Ensure high-quality signage production, matching client requirements within deadlines and budget. The ideal candidate will work closely with the sales, design, manufacturing and installation teams to ensure a quality product is produced every time.. Work on site and install signage as required.

Hardy Signs Mission Statement

We deliver bespoke, high-quality professional and digital signage to create efficiency, build partnerships and enable success for our customers, our people, our partners and the communities across the UK.

Key Tasks and Objectives

- Responsible for producing signs to the provided designs efficiently and making suggestions on any amendments as necessary.
- Operation of pc, cutters, and printers to create signage and vinyl and CNC router.
- Work accurately, minimising waste and damage to materials and equipment.
- Maintain all equipment in the workshop. Ensure nothing is lost.
- Ensure a safe work environment and that all products leaving the workshop are of high quality and they conform to all required standards.
- The ability to work on my own initiative and as part of an award-winning manufacturing team.
- Create samples or mock-ups as required to be provided to the design team and/or clients.
- Work on other tasks as required when directed by the Workshop Manager or his assistant.
- Ensure a clean and tidy workshop at all times.
- Required at times to work at height and handle heavy and bulky items.
- As required, attend customer sites for vinyl/signage installations.
- Responsible for producing signs to the provided designs efficiently and making suggestions on any amendments as necessary.

Other Duties

- Comply with all health and safety requirements.
- Demonstrate a commitment to equality and diversity.
- Follow all company policies and core values.
- Remain positive and provide solutions to all day-to-day problems.
- Arrive at work ready to start on time, in a clean and presentable manner.
- Behave with integrity at all times.
- Behave in a friendly and professional manner at all times.

This job description describes the main responsibilities of the post holder. As circumstances change, they may be amended to reflect new requirements of the post but levels of responsibility and the nature of duties will remain consistent. The post holder will be fully consulted on any significant changes.

PERSON SPECIFICATION

Qualifications/Education/Licences

Essential

Manufacturing Qualification
/Qualified by Experience

Desirable

Certifications in related subject /
Building or shop fitting qualification

Skills

Essential

Hands on / Practical skills
Ability to Prioritise

Desirable

Maintenance skills
PC literate

Knowledge

Essential

Building/Signage industry exposure

Desirable

Sign-making experience.
Working at Height experience

Behaviours

Essential

Customer focus

Polite and professional

The ability to work under pressure and to deadlines

Desirable

Teamwork