JOB DESCRIPTION

Job Title: Sign Making Finisher

Location: Burton-upon-Trent Office

Responsible to: Workshop Manager/ Assistant Workshop Manager

Job Purpose
To ensure all products leaving the workshop are checked for accuracy and completeness.

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

- **Preparing:**
  Cutting and preparing materials to size for production.

- **Finishing:**
  Ensuring all fittings and finishings have been included. E.g.
    - Sign Channel
    - Locators
    - Drilled holes
    - Hems and Eyelets
    - Screw/Capes
    - Signposts and fittings

- **Wrapping:**
  Wrapping product in appropriate protection for delivery method. E.g. Courier, hand delivery, installation etc.

- **Delivering:**
  Carrying out local deliveries to customers in the Burton area. Ensuring the delivery is accurate and polite and ensuring a record is made of every delivery.

- **General:**
  Ensuring that the workshop areas are clean and tidy.

Other Duties

  - o   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.
- Behave with integrity at all times.
- Behave in a friendly and professional manner at all times.

PERSON SPECIFICATION

Qualifications/Education/Licences

Essential	**Desirable**
Manufacturing Qualification /Qualified by Experience Clean Driving License	Certifications in related subject / Building or shop fitting qualification

Skills

Essential	**Desirable**
Hands on / Practical skills Ability to Prioritise	Maintenance skills PC literate

Knowledge

Essential	**Desirable**
Building/Signage industry exposure Working as part of a team but able to work on own initiative. Able to work under pressure Attention to detail Conscientious Flexible	Sign-making experience. Working at Height experience