



JOB DESCRIPTION
PRODUCTION ASSISTANT

STAGE ONE
CREATIVE SERVICES LTD

SALARY

Up to £12.50 per hour

HOURS OF WORK

7.30am- 4.00pm with regular overtime, weekend work may be required

CONTRACT

Permanent

LOCATION

Tockwith, York, United Kingdom.



ABOUT THE ROLE

You may not have heard of Stage One, but you will have seen our work. We deliver exciting and innovative projects within the creative industries, from Olympic Cauldrons to TV sets, from giant artworks to jaw-dropping structures. End clients include Google, The BBC, The Brits, Amazon, Netflix, and even governments of rarely visited nations.

Our work can be seen around the world and falls into the following categories: large-scale events, theatre and TV sets, ceremonies, art installations and architectural pavilions. Stage One is a unique and innovative company to work for. Our clients come to us for help solving complex design challenges, turning their concepts and visions into things of beauty.

We are a multi-disciplined manufacturing facility spread over 14,000Sqm of estate. We are based in four giant hangars that house engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

The Production Assistant will work closely with the Production Management Team to oversee the manufacturing within the various Stage One Workshops including the Wood Shop, Metal Shop, Paint Departments, Machining and Operations; also working closely Drafting and Design, Project Management and Specialist Manufacturing.

The Production Assistant role works closely with all production workshops at Stage One and is responsible for helping ensure that manufacturing processes run reliably and efficiently and that project requirements are met, specifically projects are delivered on time, in full, to the required quality whilst adhering to all H&S standards.

The Production Assistant will report to and work closely with the Production Management team, liaising with various departments and coordinating tasks between all production areas.

KEY RESPONSIBILITIES

- Ordering materials and stock control
- Coordinating inter-departmental transport
- Chasing production requirements with each department throughout the day
- Chasing any PO requests and ensure that adequate storage space is available to load it into the shop etc.
- Sourcing suppliers and products as the Production team needs
- Issue drawings to the workshops for specific projects
- To co-ordinate as necessary with the Design Team to ensure that key workshop personnel have the necessary input into design and specification
- Ensure that all company & statutory systems and procedures are followed

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- Assist controlling and mitigating any quality issues
- Understand the required level of quality to match client expectations and ensure that built items conform to this standard
- Ensure that all company & statutory systems and procedures are followed with regards to Health & Safety
- Ensuring risk assessments and method statements are obtained reviewed and filed and H&S files are complete

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience

KNOWLEDGE

ESSENTIAL

- Knowledge of H&S and correct use of PPE

DESIRABLE

- Knowledge of materials / woods / grades of steel
- Knowledge of construction methods in a broad range of sector
- Working knowledge of wood / metal / CNC machinery / equipment

PERSONAL ATTRIBUTES

ESSENTIAL

- Positive attitude to work
- Highly organised and able to work flexibly, under pressure and to tight deadlines
- Drive, enthusiasm and commitment
- Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year
- Willingness to undertake relevant training as appropriate
- Enthusiasm to support other areas of the department as required

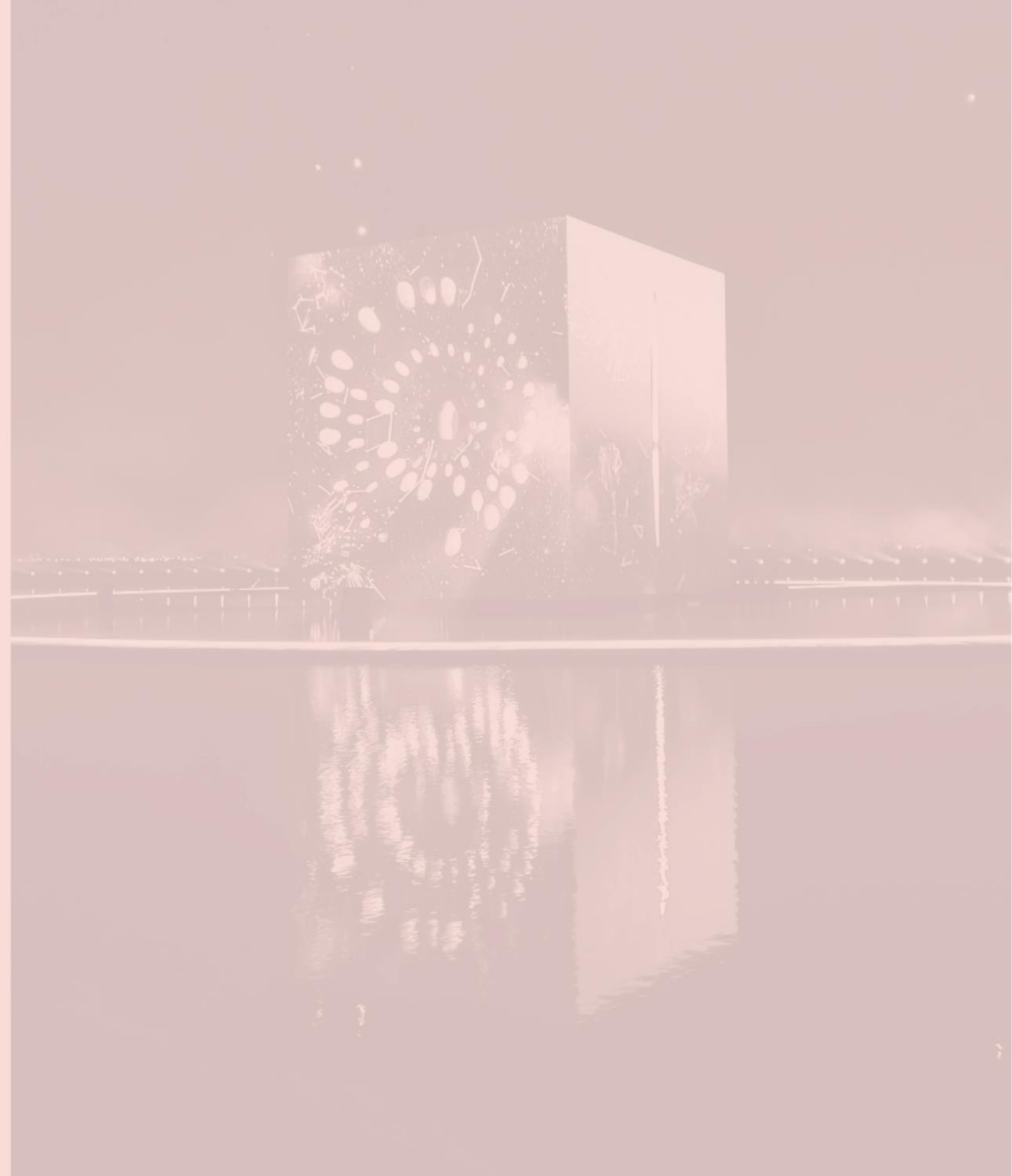
SKILLS, EXPERIENCE, ABILITIES AND COMPETENCIES

ESSENTIAL

- Ability to lead a team, problem solve and deal with pressure
- Ability to communicate effectively with a wide range of people
- Experience of working to varying production deadlines and changing specifications

DESIRABLE

- Experience in a multi-disciplined workshop environment





INTERESTED?
IF YOU WOULD LIKE TO APPLY,
PLEASE SEND YOUR CV
AND COVER LETTER TO
RECRUITMENT@STAGEONE.CO.UK