

Russell & Chapple Job Description
October 2016

Job Title: Warehouse Operative / Workshop Assistant

Position: Full time (37.5 hours per week) mix of warehouse and production work

Locations: Russell and Chapple Warehouse Tottenham, N17.

Reporting to: The Warehouse Manager & The Production Manager

Company Profile

Russell & Chapple has traded in London's West End for many years and its reputation now is as an artists' canvas specialist. The company offers a wide variety of products aimed at the creative professional. Our main customers are artists, theatres, colleges, printers, and designers.

Job Specification

We are seeking staff to work as part of the manufacturing and dispatch operation in the N17 warehouse.

This role is split between two departments, and the successful candidate will work defined hours in each department.

The warehouse part of the job will principally involve taking in deliveries, handling stock and packing orders. The work is physically demanding. Although we have manual handling equipment it often involves heavy lifting.

The wood machining part of the job involves assisting the Production Manager on designated days in machining fabricated products, mainly artists' stretcher bars and frames. The successful candidate will be trained to use spindle molders, tenoners, cross-cutters, under-pinner, mitre saws and routers,

Person Specification / Key Competencies

Essential

- Physically fit and active
- Numerate, thorough and able to handle detail
- A strong practical aptitude and the ability to make things competently
- High degree of self-motivation and an ability to work without close supervision
- Ability to use their initiative to perform a wide range of duties.
- Ability to work closely with a small team of people
- Personable and enthusiastic manner
- High personal standards

Person Specification / Key Competencies (cont')

Desirable

- Experience in a wood-working environment
- Knowledge of artists' materials
- Experience in a framing environment
- IT skills
- Fork-lift License
- Driving License

Salary

There is a four month probationary period for training. During this time the salary will be £65.00 per day worked.

On completion of a successful trial period the salary will increase to £16,500 pa.