

## JOB DESCRIPTION

<b>Job title:</b>	Temporary Digital Assistant	
<b>Location:</b>	Bungay, Suffolk	
<b>Reports to:</b>	Digital Manager	
<b>Salary:</b>	<b>Day Shift:</b> £10 p/h <b>Night Shift:</b> £11 p/h	
<b>Shift Pattern:</b>	<p><b>Day Shift</b>            Week 1: Work 6am-6pm Monday, Tuesday, Saturday, and Sunday.            Week 2: Work 6am-6pm Wednesday, Thursday, Friday.            This rotates every week. Starting on week 1 then rotate to week 2.</p> <p><b>Night Shift:</b>            Pattern 1: 6pm to 6am Sunday, Monday, Tuesday            OR            Pattern 2: 6pm to 6am Wednesday, Thursday, Friday</p> <p>You will only work the Day Shift unless you prefer to do nights however you won't be required to do day and night shifts combined. The Day shift amounts to roughly 48 hours per week.</p>	
<b>Job purpose:</b>	Temporary Digital Assistants are the corner stone of the digital department, ensuring we can meet the operational needs of the business.	
<b>Main Responsibilities:</b>	<p>Main Tasks of Role:</p> <ul style="list-style-type: none"> <li>➤ Assisting on the binding and printing lines this includes feeding machines, loading pallets (stacking down) etc.</li> <li>➤ Carrying out tasks for main operators e.g., emptying waste bins</li> <li>➤ Organise and load up lines/prep work for binding lines</li> </ul> <p>Please be aware this is a hands-on role and flexibility will be required.</p>	
<b>Working relationships:</b>	Liaising with shift managers & Grade 3/4 Operators (Printers & Binders)	
<b>Person Specification</b>	<b>Professional Qualifications:</b>	
	<b>Required</b>	<b>Desired</b>
	N/A	Preferably holds full clean driving license.
	<b>Experience:</b>	
	<b>Required</b>	<b>Desired</b>
	Experience in similar role or industry  Use to working in a fast-paced environment.	Previous Manufacturing/Production Experience  Familiar with health and safety policies and procedures in factory environment.
<b>Candidate Attributes:</b>		
<p>You are used to manual labour.</p> <p>Happy to be flexible when required with working hours and shift patterns.</p> <p>Willing to learn and take on new tasks.</p> <p>Reliable with a strong work ethic.</p>		

<b>Health and safety</b>	All employees must observe and comply with Clays Ltd policies and procedures for health and safety.
<b>Equal opportunities statement</b>	<p>All employees must observe and continually promote equal opportunities and customer care in compliance with Clays Ltd policies.</p> <p>We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.</p>