

SOANE

BRITAIN

Job Title: Rattan Manufacturing Workshop Assistant Location: Leicester Manufacturing

Department: Rattan Manufacturing Position Reports to: Manufacturing Operations Manager

Company Overview:

With an uncompromising commitment to British manufacturing, Soane Britain's mission is to design and make enduring and life-enhancing furniture, lighting, fabrics and wallpapers through collaborations with a network of the finest craftspeople in Britain. Soane combines responsibly sourced, high quality materials and superb workmanship to ensure our designs endure for generations.

Our talented team is based in offices and workshops in Leicester and the West Country and showrooms in London and New York. For more information, please visit www.soane.com or join our social media platforms Pinterest and Instagram.

Purpose of the Position:

Soane Britain owns the only rattan weaving workshop in Britain. Located in Thurmaston, Leicester, the workshop makes bespoke, high-quality furniture and lighting using timber, cane and rattan. Due to the demand for rattan furniture, we are now recruiting a Manufacturing Workshop Assistant to help with the final stages of production into final QC.

Due to the nature of the small team at the Thurmaston workshop the role will require a can-do attitude, and the candidate must not be afraid to get stuck in with the tasks at hand, be enthusiastic and self-motivated. This role is suitable for someone with an eye for detail and the ability to achieve the excellent standards for which Soane Britain is well known.

Duties and Responsibilities:

- Undertake the final stage of the finishing and quality control process, ensuring all products meet our stringent quality standards.
- Collaborate with the Rattan Operations Manager to implement the schedule for the Rattan Finishing Workshop, effectively managing tasks and meeting production deadlines with a view to overseeing the schedule in the future.
- Prepare orders for final quality control inspection, ensuring they are meticulously prepared and ready for inspection carrying out any necessary remedial work.
- Perform final assembly tasks, including the installation of light fittings, mirrors, and furniture hardware, to finalise the production of our pieces.
- Assist with the general housekeeping and maintenance of the workshop buildings and vehicles, ensuring a clean and safe working environment.
- Conduct daily van runs between our Leicester sites and local suppliers.
- Prepare the van load and necessary paperwork for weekly trips to London and other third party workshops.
- Undertake London and other workshop runs as required.
- Place and expedite purchase orders with suppliers for various materials, including glass, paint, and screws, ensuring timely delivery and stock availability.
- Facilitate remedial work for quality control failures, coordinating with suppliers and internal teams to resolve any issues promptly.
- Manage component stock levels, maintaining accurate inventory records and initiating reordering when necessary.
- Undertake various workshop tasks as needed, providing support to different stages of the manufacturing process.
- Due to the nature of the role you may be required to work across more than one site during the day.

Qualifications for the Position:

- Possess a Full Clean UK driver's license.
- Experience working in a manufacturing environment would be beneficial.
- Experience of working with stains and paints.
- Experience of working with hand tools, drills, sanders, staplers.
- Demonstrated flexibility and ability to perform a combination of workshop and office-based tasks.
- Good IT skills, including Word, Excel and Outlook.
- Strong attention to detail and a commitment to achieving the exceptional standards for which Soane Britain is renowned.
- Proactive and self-motivated with a can-do attitude, willing to actively contribute to the team and take initiative when necessary.

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- Excellent organizational and time management skills, capable of managing multiple responsibilities and meeting deadlines.

For details of Soane's benefits, including long term service benefits, please refer to the current Benefits Sheet.

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