

JOB DESCRIPTION

Role Title:	Bench Joiner	Location:	Workshop / Bildeston
Department:	Joinery Department		
Reports to:	Workshop Managers	Direct Reports:	None

Role Overview:	You are responsible for the assembly of any products going through the workshop.		
Roles & Responsibilities:	Working under the direction of the Workshop Supervisors, your key responsibilities and role will be: • Interpret working drawings and cutting lists • Work on own initiative meeting deadlines • Machining parts from stock and assembling units to high specification • Working within a Team environment to ensure deadlines are met • Good communication and accuracy of your work. • Flexibility if overtime is required to meet deadlines. • Working to the high level of quality expected within the Department. • Working closely with the Workshop Supervisors/Workshop Manager and keeping them informed of any issues • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures		
Necessary Skills/Aptitude/ Knowledge/ Experience:	• Attention to detail • Good time management and time keeping • Ability to prioritize workload and deal with busy deadlines • Work under pressure • Good communication skills • Joinery experience and knowledge • Bench joiner • Attitude and aptitude		
Desirable Skills/Aptitude/ Knowledge/ Experience:	• Previous experience and knowledge of Industry • Bespoke Bench Joinery experience		
Qualifications: (Desirable to do the job)	• Any carpentry and bench joinery qualifications • 4+ years' experience ideally		
Key Internal Relationships:	• All TMJ employees • Internal Department Teams		
Key External Relationships:	• Clients/Customers		
Prepared By:	Production Manager	Date:	October 2021