

<b>JOB TITLE</b>	<b>Serviette Operator</b>
<b>COMPANY</b>	Universal Paper and Plastics
<b>DEPARTMENT</b>	Serviette Factory
<b>PURPOSE OF THIS POSITION</b>	
The overall responsibility of an Operator is to fulfil as all their KPI's as listed below.	
<b>JOB TASKS &amp; RESPONSIBILITIES</b>	
<div> <div> <b>Key Tasks and Activities:</b> <ul style="list-style-type: none"> <li>– To operate the machine at its highest efficiency/productivity levels on a daily basis.</li> <li>– To communicate with other operators and production supervisors to ensure productivity is maintained.</li> <li>– To complete the necessary inspection reports on an ongoing basis.</li> <li>– To maintain the company's quality levels and ensure the product quality is of the highest standard at all times.</li> </ul> </div> <div> <b>Safety and Housekeeping</b> <ul style="list-style-type: none"> <li>– Ensure safety is maintained at all times whilst working on the machine.</li> <li>– Ensure machine is in good and clean working order, along with a clean and tidy work area.</li> <li>– Reporting malfunctions or maintenance requirements on the machine to the relevant parties.</li> <li>– Ensure compliance in terms of the OHSA.</li> </ul> </div> </div> <div> <b>Adhoc Activities</b> <ul style="list-style-type: none"> <li>– Assisting with adhoc tasks and inquiries if and when required.</li> </ul> </div>	
<b>KNOWLEDGE, SKILLS &amp; ABILITIES REQUIRED</b>	
<ul style="list-style-type: none"> <li>– Must be able to understand and follow basic verbal and written instructions.</li> <li>– Effectively communicate information and respond to questions from various levels within the organization.</li> <li>– Possess basic mathematical skills: addition, subtraction, multiplication, and division.</li> <li>– Ability to perform basic visual quality inspections on products.</li> <li>– Upheld and maintain the production pace as per other team members.</li> <li>– Utilise equipment as needed to perform daily tasks.</li> </ul>	
<b>MINIMUM REQUIREMENTS</b>	<b>APPLICATION</b>
<ol style="list-style-type: none"> <li>1. Minimum Qualification: Matric</li> <li>2. Ideal: Previous Production experience</li> </ol>	<ul style="list-style-type: none"> <li>- Submit your CV to <b>Romancia Buys</b> at <a href="mailto:rbuys@upap.co.za">rbuys@upap.co.za</a></li> <li>- Proof of qualifications must accompany the application.</li> <li>- <b><i>Please consider your application unsuccessful if you have not heard from us within two weeks.</i></b></li> </ul>