



JOB DESCRIPTION

The Role: Sewing Machinist / Production Assistant (Drapes)

Based: Presentation Design Services, Derby

Reports To: Workroom Manager

Start Date:

Outline: The role of the Drapes Production Assistant is to manufacture fabric items as required by the Company and our clients

Key Responsibilities:

To work under instruction of the Workroom Manager and Manufacturing Supervisor to make fabric items as required to the Company house style and standards.

Responsibilities: Day to Day

To use the Company's sewing machines, overlocker and other workroom equipment to manufacture theatrical drapes and other fabric items as required by our customers and internal Company departments.

To liaise with the Workroom Manager and Manufacturing Supervisor regarding work schedules and priorities, which may change throughout the day, and to implement any changes in a timely manner.

Help keep the Drapes workspaces clean and tidy and clear of risks.

Report haberdashery and fabric stock shortages.

Report problems or concerns with equipment.

Assist with the ongoing maintenance of Company stock drapes.

To be pro-active about identifying tasks that need carrying out.

To be communicative and predictive about workload and any potential problems that may arise.

To work according to Company health and safety policies and ensure own best practice; to report any concerns regarding the work of others or any other health and safety issue.

To publicly support the Department and the Company (ie in front of staff, suppliers and customers). To raise any concerns privately.

To support the work of the Company as a whole, including the Events / Projects and Dry Hire departments.

To carry out any other tasks reasonably required to assist with the smooth operation of the Company.

Attend and contribute to Company events and department meetings.

Be willing to work with and alongside any other area of PDS as and when required.

Suggest any appropriate training courses that may help improve both yourself and PDS processes.

Act as a PDS representative, always maintaining a high level of customer service and attention to detail.

Key Attitudes

As a company, we believe that service and delivery is everything. We want to provide a better, more professional service than our competitors. You are expected to carry this ethos through in your day-to-day work, both at the Company's base and anytime you are working for us away from base.

Fully invest in the contents of the Company 'This Is Us' document and all it means to the results of our work.

Strive to be the best in our industry. Saying 'yes' and delivering results wherever possible.

Step up to meet Company challenges and workloads as necessary.