

JOB DESCRIPTION



Job Title: **Label Assistant**
Location: **Berry Gardens Packhouse**

KEY PERFORMANCE AREAS

Printing and checking labels, using Date Guard and Vector software, stock count and label ordering

PRINCIPAL ACCOUNTABILITIES

- Operate within standard operating procedures
- Printing and checking labels, completing daily label production check form
- To main and upload Dataguard and Vector label software
- Complete waste report weekly
- Order labels weekly
- Logging and report printers faults
- To main and upload Berry Gardens Intranet
- Clean and maintain work area
- To offer assistance to the production if needed, so they can carry out their duties in a more efficient manner, line prep, admin and changeovers. Some paperwork also will need to be completed.
- To communicate with the line leaders on all the issues on packing line includes labelling, quality and efficiency.
- Other ad hoc duties as required

PERSON SPECIFICATION

1. Evidence of extensive experience working in a comparable role, preferably within the soft fruit industry
2. Strong appreciation of our business needs and resourcefulness in coming up with solutions to their challenges
3. Ability to relate to key client personnel in a professional and credible fashion
4. Well-developed personal and written communication skills, including the ability to communicate with a wide range of employees
5. Good interpersonal skills and well developed leadership and management skills
6. Creativity
7. Ability to delegate effectively and to follow-up as appropriate
8. Ability to work as part of a team with colleagues across professional, operational and cultural boundaries
9. Proactive approach and prompt responses to all service requests
10. Ability to identify needs and issues and recommend suitable and pragmatic courses of action and solutions, adopting a risk aware approach
11. Good time management and organisational skills with the ability to handle a number of tasks at once and meeting deadlines as required
12. Very good organisational skills
13. Good IT skills including experience of Word and Excel

KEY RELATIONSHIPS

Reports to: **Assistant Production Manager**