

# PACKING SUPERVISOR

2021

**Reports to:** Order Works Team Leader • **Location:** Rapid HQ, Colchester

## Purpose of the Role

To train and motivate the Packing team.

To plan, prioritise and deliver our planned and reactive production requirements whilst complying to processes and achieving extremely high standards of work.

To assist the Order Works Team Leader to deliver Continuous Improvement (CI) projects.

## Key Accountability

- Motivation, Capability and Engagement of personnel
- Communication of Standards, Processes, Feedback, Results
- Conformance to processes, standard of work, quality of actions
- Cleanliness of work areas, adherence to Quality, Health, Safety and Environment (QHSE) policies
- Planning and prioritisation of resources to exceed workload and implement improvements
- Assist with CI projects

## Supporting Structure

- The Packing Supervisor will directly supervise approximately 10 staff.
- The Order Works Team Leader will support planning and ongoing improvements.
- The Packing Supervisor will work closely with the rest of the Operation Management team
- CI projects will be supported by the CI Manager.

## Role Specific Attributes

- Strong interpersonal skills and emotional intelligence
- Ability to work at pace with a high attention to detail.
- A high standard of personal care and dedication to achievements



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## Responsibilities

### People

1. To train and retain staff within the Packing team.
2. To provide on the job and planned staff training including the induction of new staff.
3. To motivate and supervise the Packing team to deliver a high standard and throughput of work.
4. To build an engaged team who aspire to develop skills and move throughout the business.
5. To optimise the use of staff within the Order Works department ensure that both planned and unplanned absences are covered by redeployment of resources from all trained areas.
6. To lead by example and regularly perform all duties to maintain superior knowledge of processes.
7. To support staff with personnel issues utilising occupational health and keep individual personnel records up to date.
8. To deal with potential performance issues among team members quickly, providing re-training and performance management if necessary.

### Packing Team

9. To achieve a high standard of packing for every customer order.
10. To ensure compliance to carrier rules and regulations regarding product type and labelling.
11. Providing extra checks or serial number documentation for special products.

### Teams Processes

12. To take responsibility for conformance to all processes and systems.
13. To implement changes or new processes to support the Continuous Improvement Manager.
14. To work closely with the Continuous Improvement Manager to deliver improvements in efficiency and quality of work.
15. To adhere to the processes and procedures set out in the Company's Quality Management System
16. To work towards the company's QHSE objectives and ensure actions or tasks are completed and implemented permanently where required.

### Health & Safety

17. To operate within and adhere to the Company's Health and Safety Policy in all aspects of the role and advise the QHSE committee of any potential issues or risks.

### Continuous Improvement

18. Take an active role in CI projects that involve the Packing Team



## Rapid Core Values

### Great Attitude

- Bring energy to the team every day
- Motivate and inspire others with a positive outlook
- Build meaningful relationships with colleagues and contacts
- Address problems in a positive way
- Listen carefully, reflect and think broadly, with agility

### Be Successful

- Prioritise own workload and be pro active in the pursuit of goals
- Accountable for own performance delivering business goals over personal gain
- Always set expectations and dependencies and deliver to them
- Diligent approach to the detail but not losing sight of the objectives
- Maintain a work/life balance and not be easily distracted

### In a Professional Way

- Always punctual with a professional approach
- Dependable due to reliability, flexibility and integrity
- Exceed both customer and colleagues expectations
- Proactively communicate internally to enhance the success of our common goals
- Take pride in sharing your, or Rapid's success externally

### With a 'Be Better' Mindset

- A high degree of learning ability and drive and ambition to succeed
- Confident and can articulate strengths and development areas
- Listen well to constructive feedback from line manager and give feedback with good intent
- Positive attitude towards shared goals and set challenging personal objectives
- Constantly look for innovative working practices and processes
- Belief in the ability for new technology to improve our environment and wellbeing

### Quality – "Our Commitment"

Our Mission is to enhance the UK's engineering and manufacturing capability through 3 distinct customer sectors utilising Rapid's technical, supply chain and eCommerce capabilities.

The key to achieving this is by operating an Integrated Quality Management System (IMS) in accordance with ISO 9001: 2015, ISO 14001 and ISO 45001 and embedding a Continuous Improvement way of working and culture. It is expected that you understand how this commitment to quality affects your day to day role and how you can help to strive for constant improvement in this area.

**Apply For This Job**

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