



## JOB DESCRIPTION

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| Job Title:  | <b>Training Officer (Production)</b> |
| Reports to: | <b>Production Director</b>           |

### **Summary of Position:**

Heritage Envelopes Ltd is one of the largest envelope manufacturers within the UK, producing over 2 billion envelopes per annum at their production facility in Blackburn. The role of the training officer is to support the development and progression of the trainee adjusters, enhancing their skillset and engineering knowledge to support their own role within the production environment.

### **Duties and Responsibilities:**

- Gain a sound understanding of all production machinery, including all aspects of machine change-overs
- Identify training needs, create training plans and deliver training
- Assess and grade trainees, providing feedback to management
- Maintain all tools and keep equipment in working condition
- Maintain a clean and tidy work area
- Always ensure Health and Safety procedures are adhered to
- Conduct yourself in a professional and courteous manner at all times

### **Desired Attributes:**

- Engineering background
- Excellent communication skills
- Familiar with a production environment
- Approachable with an ability to work with all age groups
- Well organised with good time management skills