

ALUMINIUM ASSEMBLER

This Job Description is intended as a general guide to your duties but should not be limited to the items shown below. We endeavour to foster team spirit on the shop floor to ensure staff members are given all reasonable opportunities to develop their own personal skills to the highest level of their capacity.

To enable you to fulfil the tasks required of you as a factory assembler you will have to be able to:

- Report to the Factory Manager for work instructions when necessary.
- Follow lawful instructions and company procedures for all tasks unless specifically directed otherwise
- Attend usual workstation and check all necessary equipment is safe and functional and report any significant maintenance required or any safety issues.
- Check details on Job Sheets.
- Proceed to complete work as per Job Sheets.
- Comply with company procedures and training for:-
 - cutting
 - assembly
 - fixing of hardware
 - cutting and fitting of liners
 - glazing
 - clean down for delivery
 - installation and maintenance of doors and windows in accord with plans, manuals and correct practice
 - assessment of problems and the repair or replacement of faulty fittings in accord with plans, manuals and correct practice
 - assisting with moving frames around factory, with deliveries to site and the moving of frames on site. Load and unload delivery vehicles, both inwards and outgoing
- Comply with company procedures regarding waste by-products and keep the workplace clean, tidy and free from rubbish or other obstructions. As required, carry out cleaning and maintenance work on the employer's premises, machinery, vehicles and equipment.
- Wear protective equipment supplied and observe the safety rules at all times and maintain general oversight of safety and good practice on all work sites where the company is employed and reporting breaches to management when observed.
- Provide accurate and on-time job records and other information to the office in line with company procedures.
- Assist and cooperate with other staff members and deal professionally with clients in the course of carrying out these duties.

Auckland (H/O)

Wellington

Christchurch

Please complete this form as part of your application. It can be filled out interactively or printed out. Submit the completed form to us along with your CV using the upload button on the careers page of our website.

This information is collected for the purpose of assessing your suitability for employment at Thermosash Commercial Ltd and does not obligate the Company to engage the Applicant.

1. Personal Information

Family Name:

Given Name &
Preferred Name:

Contact Address:

Post Code:

Country:

Day Phone
Number:

Evening Phone
Number:

2. Legal Work Status

Are you legally entitled to work in New Zealand?	Y	N
a. As a New Zealand Citizen?	Y	N
b. As a permanent resident of New Zealand?	Y	N
c. As a holder of a current work permit in New Zealand?	Y	N

3. General

Do you have any criminal convictions, not including any concealed under the Clean Slate Act?	Y	N
Do you have any legal proceedings against you pending?	Y	N
Do you have a current New Zealand Drivers Licence?	Y	N

4. State the position/s you wish to be considered for

5. Health

Do you have any health-related issues that may impact on your ability to perform the tasks of this job? If yes, please detail below.

Signature:

Full Name:

Date:

I acknowledge that the information I have supplied is true and correct.

Do you consent to the Company retaining the information contained in this application for further employment options in the future?

Y

N

This Application Form will be held for 12 months following submittal.