



Easy2Name Team Member

REPORTS TO: eCommerce Operation Manager
LOCATION: Raunds
SHIFT PATTERN: Days 35 hours per week

Duties/Responsibilities

- Consistently work in a safe manner and adhere to Standard Operating Procedures where applicable.
- Actively participate in the Avery Near Hit safety system to ensure the company continues to maintain a safe working site.
- Manual packing of the product that is produced into the correct boxes, in the correct quantity and to the expected quality standard.
- Setting up and running the Cell's process equipment to produce product in accordance with the Avery/E2N brand quality.
- Able to carry out basic trouble shooting on process equipment.
- Able to fully process orders from Raw Material to Finished Goods.
- Co-ordinate problems with file management and customer service.
- Early escalation of quality issues to the Team Leader.
- Housekeeping - Avery prides itself on its clean working environment, and team members are responsible for ensuring that the cell is kept clean and tidy and free from dust.

Person Specification

- Experience of working in a fast past eCommerce environment.
- Strong IT bias and good file management.
- Extremely reliable with a good track record of attendance and time keeping.
- Can work independently as well as in a small team.
- Flexible to carry out other operational tasks if required and able to adapt to a constantly changing environment.
- Be able to use their initiative to implement improved working practices.
- Must be computer literate.