

Signbox Job Specification

JOB TITLE : Experienced Sign Maker / Sign Technician	DEPARTMENT: Production
REPORTS TO : Workshop Supervisor	
PURPOSE OF JOB : <ul style="list-style-type: none"> ■ To provide effective signage manufacture and assembly, ensuring customer satisfaction at all times. 	
KEY AUTHORITIES AND RESPONSIBILITIES : <ul style="list-style-type: none"> ■ Signmaking ■ Operate light machinery and tools ■ Assembly of illuminated and non illuminated signage ■ Checking off and inspecting deliveries ■ Packaging and sending out signage via courier service ■ Making deliveries and collections 	
EXPERIENCE & QUALIFICATIONS : (Essential Minimum Requirements to Undertake the Role) <ul style="list-style-type: none"> ■ Minimum 3 years Production Experience in sign making. ■ The ability to interpret briefs accurately and a strong understanding of signage and manufacturing techniques ■ Broad knowledge of general sign assembly ■ Ability to read drawings ■ Use of Composer and Corel Draw an advantage ■ Use of hand tools and workshop power tools 	
PRIME WORKING RELATIONSHIPS : <ul style="list-style-type: none"> ■ Polite and helpful ■ Works well as part of a team ■ Excellent communication skills ■ Works well under pressure ■ Remain professional at all times 	
OTHER CONDITIONS : <ul style="list-style-type: none"> ■ Driving Licence ■ Enthusiastic, able to work on their own initiative, flexible, a great team player, well organised and have an understanding of the importance of health and safety. 	

From time to time you may be required to carry out additional duties not listed above and you will be expected to carry out any reasonable request made to you by a senior member of staff.

Print Name:
Sign Technician

Print Name:
Installations Manager

Signature:

Signature:

Date:

Date: