



## Production Team

[www.fileder.co.uk](http://www.fileder.co.uk)





Life Sciences



Food & Beverage



Export



Industrial



Everyday Life

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# The Company

## Fileder Filter Systems Ltd

- Sales on target for £20 million in various industries and applications throughout UK and Europe
- Established 1981 and remains an independent, family run company
- 10% of profitable sales increase year-on-year, through low-value commodity to high-value capital systems

Established, independent and specialists in advice and supply of Water Filter Systems, Water Treatment Products, Process Filtration, Water Filter Housings, Microfiltration Filter Cartridges, Particulate Filtration, Ultraviolet (UV) Disinfection Systems and Reverse Osmosis Systems.

With over £5 million of stock held in our UK and German facilities, we provide our customers with the best service available. The stock availability, technical support, external account managers, training and laboratory facilities we provide, offer excellent customer service which is why our customers agree that we are 'easy to deal with'.



Our modern and open plan office is based in Maidstone, Kent, benefiting from free on-site parking, a chill-Out room and changing rooms with showers. While main office hours are 9am to 5.30pm, some departments vary. Employees can also enjoy a variety of excellent perks offered by this forward-thinking company.

# The Role

Filer Filter Systems requires capable Production Team members to complete high quality stock modification work whilst ensuring a smooth operation of the workshop areas in general. Even with stock-holdings of over £5 million, the Company offers bespoke onsite product modification and system builds to meet customer demands. This is a busy and vital role, which ensures that stock modified is at the standard required allowing customer orders to be quickly and efficiently dispatched.

The Production Team is primarily concerned with tasks relating system builds, quality checks, stock modifications and own branding/bespoke labelling. The Production Team will contribute to the good housekeeping of their area, ensuring that this is maintained to the required standard, adopting safe working practices and cleanliness. The role requires attention to detail to ensure that the high level of quality demanded is achieved, errors are minimised and non-conformances identified.

# The Person

The Production Team Member role requires a capable, skilled and adaptable person who is able to deal with a fluctuating, time-based workload whilst consistently maintaining high standards in order to ensure that customer's goods are successfully produced.

Previous experience or qualification in engineering workshop is required along with knowledge of a 5S system and Kaizen practices.

All employees must have eligibility to work in the UK.

# The Department

The key function of the Product Team is to become responsible for the scope of the product range, providing in-depth knowledge beyond others in the company and ensuring that the specification and quality of the products are maintained to the company's high expectations. Whilst current products are to be supported, the need to introduce and promote future ranges and technologies is also key. Seeking out, advising on opportunities and subsequently working with all departments to introduce and support accordingly. Within this department falls Procurement, Technical, Production and Product Quality.

# Skills

- To fulfil production duties such as work instructions, bill of materials, stock modification, cutting, own branding/labelling and rebagging efficiently and accurately
- To ensure all modified stock meets the Company's and customer's quality requirements
- To work to set procedures, following detailed PowerPoint instructions and within specified timescales
- To ensure that Production and associated areas are kept in a clean, organised manner and a good housekeeping approach is adopted as standard
- To ensure the efficient and accurate production of goods, from the correct product and quantity selection through to the preparation and labelling of goods properly ready for the Warehouse Team to store>pick>despatch.

- To prepare workload, including label generation for product and boxes
- To assist with the efficient and neat storage of all associated equipment, keeping them clean, protected and secure, readily available and accessible
- To be aware of possible new and previously reported product non-conformances and report findings accordingly
- To work in accordance with the Company's health and safety policy, selecting the correct personal protective equipment and adopting safe working practices whilst manually handling products and stock
- To work as part of a team, being flexible to achieve results demanded and maintain high standards set
- To work in accordance with the 5S System and workflow implemented
- Be proactive in development of 5S and Kaizen theories within the Team
- A percentage of the Production team are required to hold a Reach Fork Lift Licence in order to undertake Forklift duties. Reach Fork Lift Licence holders will be required to comply with all Health and Safety regulations associated with the Fork Lift Truck
- To carry out any reasonable instructions given by Management for the benefit of the Company

## The Responsibilities

- To fulfil production duties such as work instructions, bill of materials, stock modification, cutting, own branding/labelling and rebagging efficiently and accurately
- To ensure all modified stock meets the Company's and customer's quality requirements
- To work to set procedures, following detailed PowerPoint instructions and within specified timescales
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- To be aware of possible new and previously reported product non-conformances and report findings accordingly
- To work in accordance with the Company's health and safety policy, selecting the correct personal protective equipment and adopting safe working practices whilst manually handling products and stock
- To work as part of a team, being flexible to achieve results demanded and maintain high standards set
- To work in accordance with the 5S System and workflow implemented
- To report any ideas, concerns or problems to the relevant personnel, in particular the Company Secretary /Production Supervisor
- Be proactive in development of 5S and Kaizen theories within the Team
- A percentage of the Production team are required to hold a Reach Fork Lift Licence in order to undertake Forklift duties. Reach Fork Lift Licence holders will be required to comply with all Health and Safety regulations associated with the Fork Lift Truck
- To carry out any reasonable instructions given by Management for the benefit of the Company

# Time and Physical

## Duties

- Fulfil production duties; work instructions, bill of materials, stock modifications, cutting, own branding/labelling and rebagging.
- Good housekeeping of production

## Processes

- Prepare workload
- Proactive development of 5s and kaizen theories
- Using set procedures e.g. production power points

## Quality

- Ensure all modified stock meets quality requirements
- To be aware of possible new and previously reported product non-conformances and report findings accordingly

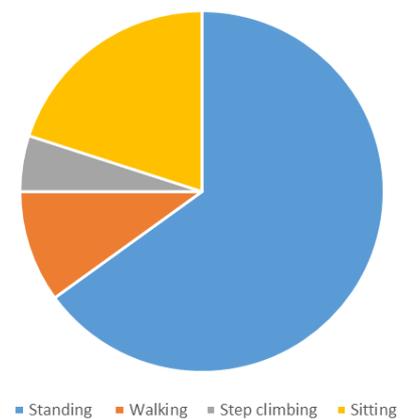
## Other

- Attending department and company meetings

## Additional Activity

	%
Heavy lifting – above 7-13kg(women), 15-20kg(men)	5%
Repetitive work (same physical movement for 30mins+ consecutively)	80%
PPE required	50%
Low exertion manual work	70%
High exertion manual work	0%
Hot/cold environments within the year	0%

Average Physical Activity per Week



# The Package

## Benefits

  
Subsidised  
Osteopath

  
Counselling

  
Attendance  
Bonus

  
NEST  
Pension

  
Eye Test

## Long Service

  
Benenden  
Healthplan

  
Increased  
Annual Leave

  
10 & 20 Year  
Club

## Opt in

  
Benenden  
Healthplan

  
Benenden  
Healthplan

## Perks

  
Gym  
Sessions

  
Boxercise  
Classes

  
Golf  
Simulator

  
Cycle to  
Work

Disclaimer: Please note benefits and perks are subject to change

# The Headquarters

Fileder Filter Systems Ltd  
20/20 Business Park  
Maidstone  
Kent  
ME16 0LS



**Delivery**  
97% of orders  
despatched same day

**Training Facilities**  
Training facility for **20**  
customers

**Customer Services  
& Technical Team**  
**18** dedicated customer  
services and technical  
personnel

**Laboratory Facilities**  
In-house testing facilities to  
**1,800 litres** per hour

**Warehouse**  
Fileder holds over **£5  
million** of stock in  
**1000+** pallet spaces

**Production  
Facilities**  
The production team  
process over **45,000**  
bespoke products  
per year

**Technical Sales Team**  
**14** Business development  
executives

**ISO 9001 Certified**  
Professionalism and a passion for  
customer service has ensured this status  
for over **20** years

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