



Production Assistant

Job Specification



About Filerder

Filerder Filter Systems Ltd is an ambitious and forward-thinking SME with over 40 years of expertise in the filtration industry. As independent specialists in the supply of liquid filtration and treatment solutions, we are proud to serve a diverse range of industries. Our filtration systems are widely used across sectors such as food and beverage, pharmaceuticals, engineering, automotive, beauty, aquatics and healthcare. For example, they are trusted by some of the world's most prestigious brands and organisations, including Coca-Cola, McLaren, Neal's Yard and the NHS.

At Filerder, we take pride in being a company that's "easy to work with", offering tailored solutions and exceptional customer service. Our reputation for excellence has been earned through our commitment to quality and global business partnerships. Our dedication to ensuring the highest standards for our clients is reflected in our £6 million stockholding, technical support systems, comprehensive training programmes and state-of-the-art laboratory facilities.



40+ years
as a filtration
expert



4,500 customers
across the UK & Europe



£6 million
of stock held



97%
of orders despatched
the same day



20+ years
of ISO 9001
Certified

Located in Maidstone, Kent, our modern and open-plan offices are equipped with an exceptional range of amenities, including free on-site parking, a chill-out room, a fully equipped kitchen, a gym and wellbeing suite, and changing rooms with showers. We're also committed to sustainability, with solar panels installed in 2022 and a fleet consisting of 95% electric vehicles with free to use on-site rapid EV charging facilities. Filerder has achieved ISO 14001 Environmental Certification, underscoring our commitment to reducing our environmental impact.

Our typical office hours are 9:00am to 5:30pm, although some departments operate on flexible schedules. We offer a range of employee perks and place a strong emphasis on professional growth and development, as well as a welcoming and positive working environment. It is important to us that our employees feel valued and have access to continuous learning, excellent benefits, and career progression opportunities.

Filerder consists of three entities: A UK Holding Company and two subsidiaries (UK and Poland) across 3 facilities.



Position Overview

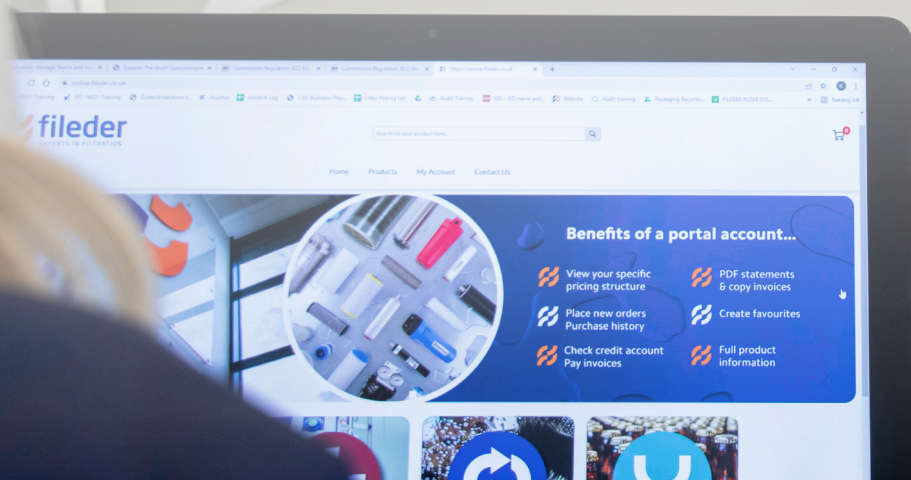
Job Title:	Production Assistant
Department:	Production, Operations
Reports to:	Production Supervisor
Hours:	Full-time, minimum 37.5 hours per week (Office hours: 9.00-17.30)
Annual Leave:	25 days + bank holidays + long service awards
Location:	On-site, Filerder Filter Systems Offices, Maidstone
Benefits:	www.filerder.co.uk/careers

Are you a proactive, detail-oriented and reliable person, with experience in production processes? We are seeking an enthusiastic Production Assistant to join our Production Team within the Operations Department. The department ensures the effective maintenance and development of technologies, facilities and production across all company entities, driving optimal functions and logical solutions across the business. Within the Production Team, the successful candidate will have the opportunity to develop their skill set in a collaborative environment dedicated to achieving high operational standards and contributing to business success.

Job Role

The Production Assistant is responsible for managing the full product range, ensuring in-depth knowledge of product specifications and quality standards. The objective of the role is to guarantee that the expected product standards are met, enabling quick and efficient order processing and despatch. Key tasks include managing system builds, quality checks, stock modifications and bespoke labelling/branding.

The role requires a strong focus on minimising errors and identifying non-conformances, whilst also contributing to the upkeep and cleanliness of the production area and adhering to safe working practices.



Key Responsibilities

- Carry out a variety of production tasks, such as creating BOMs (Bill of Materials), stock modifications, cutting, branding/labeling, and repackaging efficiently and accurately.
- Ensure modified stock meets both company and customer quality standards.
- Follow detailed procedures and instructions to meet specified deadlines.
- Maintain clean, organised, and well-kept production areas with good housekeeping practices.
- Accurately select products and ensure goods are ready for warehouse storage, picking, and despatch.
- Prepare workload, including label generation for products and boxes.
- Maintain appropriate storage and protection of equipment, ensuring easy accessibility.
- Work in line with health and safety protocols, using correct PPE and safe practices during product handling.
- Adhere to the 5S system and workflows, proactively supporting its development and the implementation of Kaizen improvements.
- Carry out forklift duties (if a Reach Forklift Licence is obtained), complying with all associated health and safety regulations.
- Take responsibility for the full product range, ensuring in-depth knowledge of product specifications.
- Support and maintain current product lines while actively seeking and promoting new ranges and technologies.
- Collaborate with Procurement, Technical, Production, and Product Focused teams to introduce and support new products.
- Manage system builds, quality checks, stock modifications, and bespoke labelling/branding for products.
- Maintain close attention to detail, ensuring high-quality standards, minimising errors, and identifying non-conformances.
- Deliver and develop efficient and accurate production processes.
- Consistently uphold company policies, values and procedures.

Required Skills and Qualifications

- Experience working in an engineering workshop, manufacturing environment, or a relevant qualification.
- Knowledge of a 5S system and Kaizen practices.
- The ability to carry out tasks relating to system builds, quality checks, stock modifications and branding/bespoke labelling.
- Aware of good housekeeping practices with close adherence to health and safety procedures.
- Excellent attention to detail with the confidence to ensure consistent high standards and smooth operational processes, with the ability to identify and address non-conformances.
- Responsible, proactive and reliable.
- Highly adaptable with the ability to prioritise effectively, assist colleagues when required and follow instruction from management closely.
- Knowledge of ISO standards.
- Knowledge of health and safety procedures.
- Ability to handle physically demanding tasks, including heavy lifting, and operate machinery confidently.
- Must be eligible to work in the UK.

