

## Job Target Profile

# Production Team Member - Trade Assistant

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### JOB DESCRIPTION

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The right person in this role will make themselves indispensable. An entry level position with no previous industry experience required. Keen to learn, quick to adapt, you will undertake a broad range of processes aimed at keeping production scheduling on time with minimal rework. Plate preparation, material handling, goods inwards & general production support are some of the duties of this position. You have the following key areas of responsibility: • Production • People & Culture • Compliance

### LOOKING FOR

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#### Guardian

A Guardian is unselfish and approachable with a preference for detailed, skill-based work.

[Learn More](#)

#### Operator

An Operator is a patient, conscientious, relaxed and cooperative team worker.

[Learn More](#)

#### Artisan

An Artisan is accommodating and analytical, while producing highly precise and accurate work.

[Learn More](#)

### THEY

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Cooperative

Accepting of company policies

Accommodating

Encouragement

Reassurance

Harmony

Achieve goals consistently and efficiently

Work thoroughly, leaving nothing to chance

Established, stable firm with a history of success

Consistent workload

### NOTEWORTHY BEHAVIORS

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Cautious with risk

Cooperative

Supportive

Responsive

Consistent with repetitive work

Cooperative with others

Willing and helpful

Tolerant

Need for rules and structure

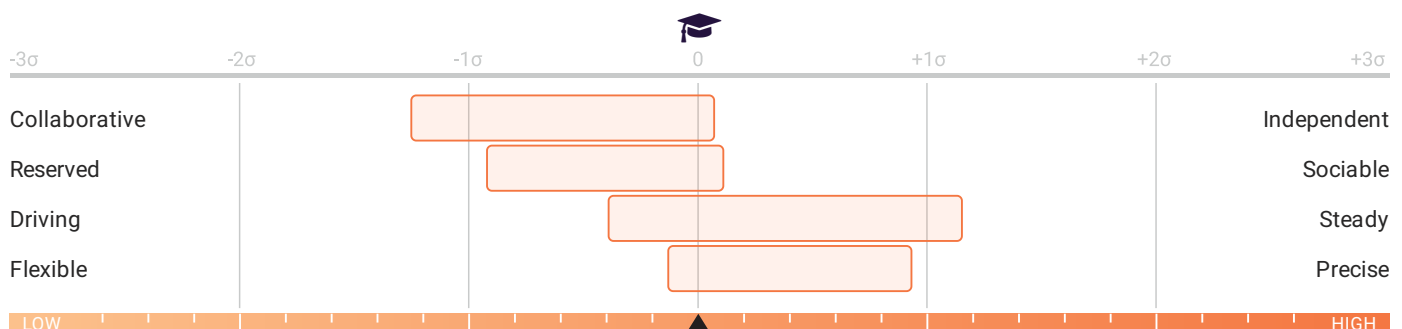
Patient

## SUMMARY

This position requires a very careful adherence to well-defined work where repeatable results are needed. The work is highly precise in nature and requires a very strong attention to detail. It is vital for the work output to be very high quality, with correct results, time and time again. Checking and double-checking is often necessary; individuals performing the job must be patient and conscientious. Both the content and the presentation are important; all work must be highly polished. There is little ambiguity in this job. It is very clear what needs to be done, and what the expected results are. This clarity will come either from the company's management, or from established professional disciplines and processes. The established procedures and processes must be followed very closely; there is little room or necessity to modify them. Much of the work can be accomplished by working at a steady, even pace. There is much consistency and familiarity from one day to the next. It is generally feasible to plan large blocks of work ahead of time. When work duties do change, there is ample foresight and time to prepare. The work is best accomplished working as an individual, without a great dependence on other people or "politics" for results. The work is helpful in nature; providing support and/or service to others in an environment free from competition. Interacting with customers requires a professional, formal manner where the focus is on completing the task pleasantly and correctly.

## JOB CHARACTERISTICS

- Steady, even pace of activity Large degree of predictability from one day to the next Job activities are consistent, or even repetitious in nature, and results are repeatable Well-define processes and procedures exist to perform activities
- People-focused, while being reserved in nature Helpful, "service" orientation Strong focus on repeatable, very high-quality results
- Cautious, by the book, decision-making is required Examination of the facts, established procedure, or proven process must preclude decision-making (detailed knowledge of or training in those areas significantly aids decision-making)
- Communication is factual, polite, and professional in nature Need to speak with great specificity and knowledgeable detail about areas of responsibility; not required to speak at length about other topics Little collaboration is necessary to complete work; expertise comes from training, knowledge, and experience
- Authority and responsibility is shared with others, such as in a team environment where people have worked together for long periods of time Little delegation of details is required. When it does happen, this position requires strong follow-up to ensure that work quality and attention to detail remain very high Leadership style required involves being an expert in the field and using that knowledge to be a resource for others' learning and development



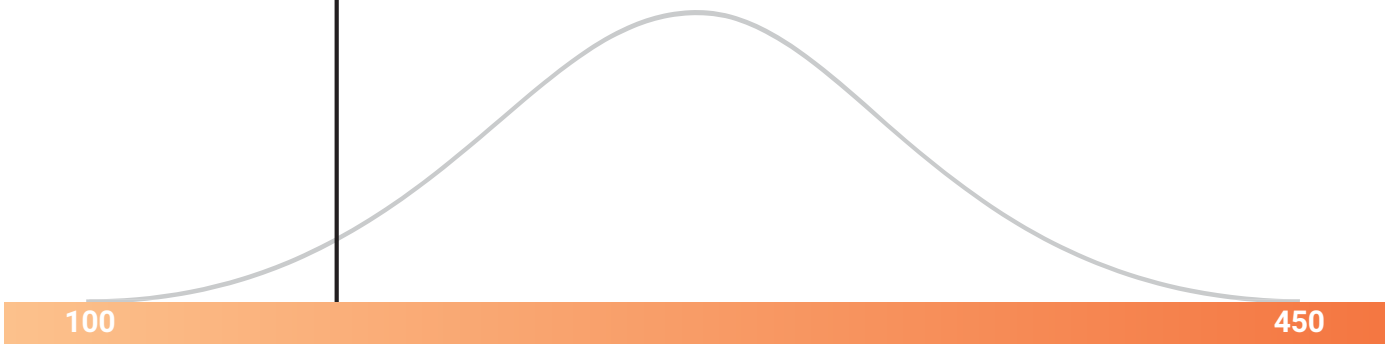
## COGNITIVE TARGET

1st

50th

99th

SCORE  
**190** 



The ideal Production Team Member - Trade Assistant candidate will have a score of at least 190 on the Predictive Index Cognitive Assessment.

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