



## **JOB SPECIFICATION**

### **Production Assistant**

Looking for a new, exciting role in a growing crafts business? We could make the perfect match! Caterpillar Cross Stitch was founded by Sally Wilson in 2015, the idea for the business arriving when she couldn't find modern cross stitch kits to stitch for her daughter's minimalist, neutral nursery.

With our customers at the heart of all that we do, it is our mission to help people learn a new craft and find joy through cross stitch. We are thrilled to have been featured in a variety of local and national media and also awarded and nominated for various industry awards. Join us at this exciting time of growth and be an integral part of the next chapter for Caterpillar Cross Stitch.

### **THE SPECIFICS:**

- Office based in Honiley, Warwickshire CV8 1NP on a rural business park.
- The successful candidate will have a full UK driving license and have their own car.
- Full-time hours Monday – Friday 9am - 5pm (30 minute lunch break). Part-time working considered.
- Full time salary £21,000 - £24,000 dependent on experience
- Additional benefits include pension scheme, paid statutory holidays, generous staff discount and social events

### **WHO ARE WE LOOKING FOR?**

***At least 2 years' experience in manufacturing, production or similar.*** Someone who is interested and committed to growing with the company, working hard and taking advantage of our various opportunities for progression, training and promotion over the years to come.

You'll be highly motivated, taking responsibility for tasks, naturally ambitious, confident and full of ideas! You'll be comfortable multi-tasking in a fast paced environment. You'll be a team player, always giving it your all to help deliver a united vision. You'll be able to adapt quickly from slower days to very busy non-stop days when the pressure is on. Our environment is supportive, fun but you should be happy working quietly and occasionally alone depending on hours/leave arrangements.

***You'll be committed to growing the brand and achieving the company's overall goals for the coming 3-5 years. Essentials: a fantastic memory, excellent attention to detail, ability to learn quickly and perfect spelling and grammar.***

You'll be a natural problem-solver, intelligent, hard-working and creative at heart, understanding our mission to bring modern cross stitch to the world and make a difference in people's lives. Full of drive, determination and super organised! You'll be resilient and able to stay calm when faced with a challenge.

You'll be able to use your own initiative, take responsibility for your own work and make decisions following company guidelines.

## **WHAT WILL YOU BE DOING?**

- Preparing fabric and threads
- Assembling cross stitch kits, needle minders, other accessories, subscription and advent boxes
- Stock checks, quality checks of deliveries, organising store room and liaising with suppliers
- Preparing wholesale orders and event supplies
- Tidy, organise and clean office
- Additional tasks (as required) assisting the fulfilment, customer service and social media teams.

If you think you're the sort of person we're looking for and you live in Birmingham, Coventry or Warwickshire, please email Tim Wilson at [Tim@caterpillarcrossstitch.com](mailto:Tim@caterpillarcrossstitch.com) (with "Job application" in the subject line) with your CV and tailored covering letter outlining why you're perfect for the role.