

## POSITION PROFILE

<b>POSITION TITLE:</b>	Trade Assistant
<b>BUSINESS UNIT &amp; DIVISION:</b>	Absolute Control
<b>REPORTS TO:</b>	Director, Managers, senior staff.
<b>REFERENCE:</b>	NZ20210618
<b>BUSINESS OVERVIEW:</b> Absolute Control is a commercial refrigeration, electrical contracting and product supply business offering a one stop refrigeration and electrical solution to all aspects of the market.	
<b>PURPOSE:</b> The purpose of this role is to provide labouring support for the service and installation team	
<b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• Assistance with coolroom panel erection, installation and service works</li><li>• Panel/ door repair works.</li><li>• Moving of equipment/ lifting/ manual handling</li><li>• Ability to work outside or in buildings without heating or cooling.</li><li>• Comply with the company and other health and safety responsibilities</li><li>• Attend company toolbox meetings</li><li>• Be available for overtime as it arises</li><li>• Delivery of equipment to site/ clients</li><li>• General Cleaning/ tidying work</li><li>• Maintain a tidy appearance.</li><li>• Undertake any other general duties as required</li></ul>	
<b>SKILLS &amp; EXPERIENCE:</b> <ul style="list-style-type: none"><li>• Trade/ trade assist background</li><li>• Good physical strength and hand and eye co-ordination</li><li>• Concentration and communication skills</li><li>• Car drivers licence</li><li>• Site Safe passport.</li><li>• Ability to work with hand tools</li><li>• Ability to work with machinery</li><li>• Interpersonal relationship skills</li><li>• Self-motivated and organized</li></ul>	
<b>COMPETENCIES:</b> <ul style="list-style-type: none"><li>• Teamwork</li><li>• Communication</li><li>• Organisational awareness</li><li>• Site safe Passport</li></ul>	

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Employee Name

\_\_\_\_\_  
Date