

Job Title – Packing Team Member

Location – Skydive Spain

Reporting To – Packing Team Leader

Supervises -

Assist Supervises –

Job Role Summary

To follow all procedures in place within the remit of this role, not least the company regulations for the packing floor/area. To comprehend the importance of conducting safety related tasks which maintain the company's high standard of safety. To be pro-active in providing clean and safe facilities for all to enjoy, maintaining a healthy and positive image for the company. Health and Safety aspects must always be considered through this role.

Key Responsibilities and Tasks Include

- ◇ Understand and *follow the procedures* regulated by the rigger and team leader for;
 - Performing all duties required by a packer
 - Assisting with the maintenance and cleaning of the infrastructure & facilities
 - Offering customer safety care and excellent customer attention
 - Accurately conduct DZ Briefs and Equipment Checks; *following the procedures*
 - Be friendly and approachable to all customers at all times
- ◇ Supporting all co-workers and the skydiving operational as required
 - Anticipate and perform preparation of classrooms, packing floors, additional areas as required
 - Review the MyOffice Diary to be aware of the volume of customers
- ◇ To conduct yourself with a high level of efficiency and professionalism at all times.
- ◇ To provide and ensure excellent customer service at all times.
- ◇ To maintain effective communication with all departments and co-workers
- ◇ To participate in all meetings and share information with; Team Leader, Team Members and Rigger
 - Meeting calendars and attendees to be decided as required
- ◇ To be open and flexible in your job role according to operational needs, however your primary role is as a packer

Experience / Skills / Attributes Required

- Time and experience in the industry is preferred.
- Ability to communicate effectively with co-workers.
- Bi-lingual English-Spanish is preferred – if not, the ability to *communicate* in both languages is required.
- Ability to solve problems in a safe and efficient manner to reduce risk of injury to the public or co workers.
- Self-motivated, team-player, hard-working, flexible, punctual, organised.