

JOB DESCRIPTION

Apprentice Pre-Press Operator

ACCOUNTABLE TO: Pre-Press Manager



Location: **Melksham**

Full time: 37.5 hours per week - Monday to Friday. Candidates may be required to work outside of these hours, when necessary, especially in busy periods.

CPI Group has an exciting opportunity for an enthusiastic Apprentice to join our dynamic team to train in Pre-Press Operations.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

ROLE OBJECTIVES

The purpose of this role is to carry out pre-press processes, (including typesetting, scanning and book-checking) by ensuring customer data is in a format suitable for processing and meets all quality, customer and delivery targets

RESPONSIBILITIES

The position involves:

- Locate and load data, check and amend to customer's specification
- Prepare books for scanning, using optimum settings to capture page content accurately and 'clean up' images using relevant software
- Manual checking of proof copies for quality/content, including: pagination, margins, position and image quality; correct prior to release for printing
- Liaise with account executives, customers and sales regarding problems, queries and corrections
- Maximise quality of work, ensuring spoilage meets the company target of less than 0.5% jobs
- Identify areas for improvement and put forward new ideas
- Work to documented ISO9001 procedures
- Report any equipment malfunction to the Pre-press Manager
- Monitor consumables and notify the Pre-press Manager when stocks are running low
- Maintain a safe office environment
- Cover other duties as reasonably required

KEY COMPETENCIES

- IT Literacy (MS Outlook, Word, Excel and Desktop Publishing systems)
- Accuracy and attention to detail
- Personable with good communication and relationship building capabilities across all levels of the business
- Numeracy and literacy skills
- Ability to follow instructions and carry out duties methodically
- Ability to adapt to changing demands and circumstances
- Ability to remain professional and composed in the face of setback
- Commitment to complete the full three-year apprenticeship

If this role appeals to you, please apply in writing with a current CV

Hollie Cullen, hcullen@cpiprint.co.uk

Applications to reach us by 5 pm, Friday, 25th November 2022

If you currently work for CPI Group (UK) you must notify your Line Manager before you apply