

Job description

Bindery Assistant

ACCOUNTABLE TO: Bindery Manager



Location: CPI Books Chatham

CPI Books has an opportunity for an enthusiastic person to join our dynamic team on a permanent contract in our Bindery department.

The CPI Group is a European book printer and distributor with 17 manufacturing sites, based in the UK, France, Germany, and Spain. The markets we support include Trade Books (supplying books such as the Harry Potters, TikTok promoted books and the new Britney Spears Autobiography), Academic and Educational (e.g. text books) and books on demand, as well as Bibles for our religious customers.

ROLE OBJECTIVE

We are looking for an individual to assist on machines within our production area. This person will have the ability to work under their own initiative and also collaborate with operators to achieve all required performance levels.

The successful candidate must be target driven and quality conscious. The role is a key part to the manufacturing process and so requires someone with a can/will do attitude with good organisation skills.

The role will involve liaising with Bindery Operators, Team Leaders/ Manager to ensure the schedule is followed and production is maintained throughout the shift to ensure required production levels are achieved.

KEY COMPETENCIES

- Accuracy and attention to detail
 - Personable with good communication and relationship building capabilities
 - Ability to work as part of a team and under own initiative
 - Ability to work under pressure to meet deadlines
 - Contribute positively to the effectiveness and efficiency of the Bindery Department
 - A flexible approach to work and workload requirements
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If this opportunity appeals to you, please email your CV entitled "Bindery Assistant"