

JOB DESCRIPTION

Bindery Assistants x2

ACCOUNTABLE TO: Bindery Operator and/or Shift Operations Manager



Location: Melksham

Full time: 40 hours per week - Monday to Friday, Treble Shift Pattern (6am-2pm/2pm-10pm/10pm-6am). Candidates may be required to work outside of these hours, when necessary, especially in busy periods.

CPI Group has an opportunity for two enthusiastic Bindery Assistants to join our dynamic team.

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 OBJECTIVE

The purpose of this role the assistant supports the Bindery Operator by undertaking a wide range of basic hand and machine operations for collating, folding, stapling, gathering, and binding printed material.

RESPONSIBILITIES

- Responsible for operating the BVM shrink wrapper and Sequential Feeders (SF) on KM binding lines.
- Ensure all tasks required to keep the machine/process running throughout the shift are fulfilled as instructed by the Bindery Operator and/or Shift Operations Manager
- Assist in gathering up all elements of the next job while the current job is running, ie. prepare materials for the make-ready of the machines
- Work with the KM operator to ensure high efficiency production
- Follow CPI Antony Rowe planned maintenance programmes
- Ensure good house-keeping of machine and area
- Direct temporary staff as required
- To cover other duties as and when required
- To follow the company rules and maintain a safe environment

Experience, Knowledge and Qualifications

- Previous manufacturing experience preferred
- Experienced user of mechanical handling of equipment
- Basic IT literacy skills, as this is required to operate machinery
- Ability to organise and schedule own time and activities, monitor progress and stay on top of own workload accurately and efficiently

KEY COMPETENCIES

- Ability to work under pressure to meet deadlines.
 - Able to work as part of a team and on own initiative.
 - Personable with good communication and relationship building capabilities across all levels of the business.
 - Flexible, reliable and trustworthy
 - Contribute positively to the effectiveness and efficiency of the Bindery department
 - Ability to perform tasks
 - Accuracy and attention to detail
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