

JOB DESCRIPTION

Night Shift Team leader

ACCOUNTABLE TO: Production Manager

Location: CPI Books – Croydon Site

This is a full-time, 36 hours per week -rotating shift:

Week 1 – Wednesday, Thursday, Friday 6pm – 6am

Week 2 – Sunday, Monday, Tuesday 6pm – 6am

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 shift team leader 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 & Czech Republic. We work in numerous well known publishers printing millions of paperback and hardback books every year covering fiction, educational & academic books. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

ROLE OBJECTIVES

The purpose of this role:

- A good understanding of all processes from the customer order to the delivery of the product.
- Technical understanding of colour printing, lamination, UV varnish. Foil blocking an advantage.
- Strong people skills, experience in managing and motivating a large department.
- The ability to organise and schedule your own tasks, monitor progress, and stay on top of your own workload under pressure.

RESPONSIBILITIES

The position requires someone with exceptional attention to detail and the ability to give regular feedback to your managers and team to facilitate continual improvement in the processes employed.

- Complying with all CPI Books policies, including (but not limited to): Health, Safety and Environmental, Quality Systems, Smoking policy, and Mobile telephone policy.
- Ensuring that the designated equipment is maintained effectively and runs as efficiently as possible.
- Ensuring that the recommended working practices and safe operating procedures are always complied with.
- Ensuring that the performance and quality of the product produced by the operators is to the required level/standard.
- Managing staff to ensure productivity, performance, and quality.

KEY COMPETENCIES

Some of the key attributes we would look for:

- Experience in Print/Lamination/Foil and Embossing/UV
- Quality and performance driven.
- PC literate
- Be mechanically and electronically aware.
- Right first time attitude.

Also, an advantage:

- Experience of utilising IT systems
- Excellent attention to detail skills
- Ability to communicate clearly
- Numeracy and literacy skills
- HR/HSE / QA awareness and utilisation
-

Note:

This job description does not cover every responsibility and duty relating to the post.



There is a requirement that the job holder will perform other duties that reasonably
Fall within the scope of the position or as requested by their managers.

To apply, please forward a copy of your CV and a covering letter to Wayne Stephens in person or via
e-mail to: wstephens@cp-print.co.uk

The logo for CPI is displayed in a dark grey, sans-serif font. The letters 'C', 'P', and 'I' are large and bold, with the 'i' being smaller and positioned to the right of the 'P'. The logo is set against a solid green background that occupies the right side of the page.