

JOB DESCRIPTION

Scheduler / Outworker

ACCOUNTABLE TO: Operations Director

Location: CPI Books – Croydon Site

This is a full time, 40 hours per week – 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:

- Efficient Machine Scheduling
- On time delivery to Bind sites and customers
- Identifying Outwork requirements
- Identifying Overtime requirements
- ISO 9001, SMETA, Tensor
- HSE policy and procedures compliance and development.
- HR policy procedures compliance and development

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.

- To ensure the scheduling of the equipment meets target delivery dates
- To report and act on immediate performance of scheduled equipment
- To monitor workload and prevent capacity issues
- To ensure compliance with QA / HSE policies
- To follow up on HR outputs and or reports
- Special projects assigned
- Supporting, enhancing and developing the CPI team

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.
- Understanding of COSHH regulations.
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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
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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.

