

JOB DESCRIPTION

Foil/Emboss Operator (Nights)

ACCOUNTABLE TO: Works Manager

Location: CPI Books – Croydon Site

This is a full time 36 hours per week - Three 12-hour shifts per week role. 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 Foil & Emboss operator to join our dynamic team.

CPI Group is a pan-European book printer and distributor with 17 manufacturing sites based across the UK, France, Germany, Czech Republic and Spain. We work in numerous markets, which include Trade, Academic, Educational and Professional publishing, along with Self Published authors.

At our sites we are printing celebrity biographies, BookTok best sellers, the Game of Throne and Harry Potter titles along with a wide range of authors such as Tolkein, Sarah J Maas, Holly Jackson, Peter James and Danielle Steel.

Our business is growing, and we are now looking for energetic, creative and innovative team players to join us.

ROLE OBJECTIVES

The purpose of this role:

- To foil, emboss or deboss book covers or jackets according to the customers' requirements to the required standards in a timely fashion.
- To meet set targets and benchmarks issued as per set Key Performance Indicators.
- To carry out all operator machine maintenance schedules as described in the manual or company guidelines.
- To be able to follow both written and verbal instructions.
- To maintain a safe, clean working environment to aid efficient business processes

RESPONSIBILITIES

The position requires extremely good attention to detail and regular feedback to your team leader to facilitate continual improvement in the processes employed.

- To set up machines ready for production to the required standards.
- To run the equipment to its optimum speed while maintaining quality.
- To constantly check work to ensure consistent high quality.
- To follow the company rules and maintain a clean & safe environment
- To cover other duties and requests as and when required by team leaders or managers.

KEY COMPETENCIES

Some of the key attributes we would look for:

- The use of mechanical handling equipment.
- To be flexible, honest, and reliable.
- To be helpful and supportive.
- To use your own initiative.
- To be a team player.
- To be able to work under pressure.
- Have a willingness to train on other equipment within the factory.
- To be flexible in your approach to your work.

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.

