

JOB DESCRIPTION

Lamination & digital Spot UV (Days)

ACCOUNTABLE TO: Works Manager

Location: CPI Books – Croydon Site

This is a full time 36 hours per week role - Three 12-hour shifts per week rotating weekly. 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 lamination & spot UV 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 Run our laminating/UV varnish machine to optimum efficiency (Training will be given).
- To apply lamination film and UV varnish to pre-printed paper and board.
- To follow the scheduling systems to determine the order of work to be produced.
- To follow electronic, written and verbal instructions to optimise production.
- To produce consistently high-quality work, checking sheets throughout the production run.
- To work in a clean, tidy and safe manner.
- To fill out clearly any paperwork associated with job
- To carry out regular cleaning and maintenance on equipment.

RESPONSIBILITIES

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

- Your own time keeping & attendance.
- Following the pre-set schedule set out by Scheduling system.
- The quality of any work produced.
- The optimum running speed of the equipment.
- The cleanliness of your working area and machine
- Follow all health and safety guidelines relevant within CPI

KEY COMPETENCIES

Some of the key attributes we would look for:

- Both mechanical aptitude and basic computer skills
- The ability to follow instructions both verbal and written.
- The ability to communicate any issues or feedback information as required.
- The enthusiasm to meet targets set for performance.
- Be able to use and follow the Scheduling system.
- knowledge of paper sizes & types.
- The ability to handle paper.
- The ability to work as part of a team as well as on your own initiative.

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.

