

JOB DESCRIPTION

Paper Issuer (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 paper issuer 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 ensure all printing machines have the correct type and quantity of paper and any other materials required to produce work according to schedule ready prior to commencement of job.
- To count/weigh paper and board and only issue allocated amounts to machine, thus reducing waste.
- To ensure work to be processed is in the correct place at the time required.
- To ensure machines and operators have minimum/no waiting/downtime.
- Return unused/left over consumables back to storage area when no longer required.
- To organise supplies and put in designated areas.
- To move work between departments as required.
- To keep the working area clean and tidy, empty waste bins as required following designated waste streams.
- To assist on machines as and when required.
- To assist with maintenance and cleaning of machines when required to reduce downtime.
- To assist in any areas as and when required.

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.
- Ensuring all materials are in the correct place when required.
- Chasing jobs through the factory and reporting any anomalies.
- Cross checking of goods in with associated paperwork.
- Cleanliness of factory area and surrounding to ensure a safe working environment for yourself and others.
- Following any Health and Safety rules and guidelines to protect both yourself and others.
- Following the correct streams for waste produced

KEY COMPETENCIES

Some of the key attributes we would look for:

- The ability to operate any equipment needed to produce work (Training may be required).
 - 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.
 - The knowledge of paper sizes & types.
 - The ability to handle paper.
 - The ability to cut white paper and back trim work (Guillotine training will be given).
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- A Fork lift licence (Training may be required).
 - Basic computer skills.
 - The ability to work as part of a team as well as on your own initiative.
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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.

The logo for CPI is displayed in a large, dark grey, sans-serif font. The letters 'C', 'P', and 'i' are visible, with the 'i' having a dot. The logo is positioned in the upper right corner of the page, partially overlapping a green vertical bar that runs down the right side of the document.