

JOB DESCRIPTION

Production admin assistant

ACCOUNTABLE TO: Team Leaders

Closing date for applications: 20th March 2024

Email: nmaheswaran@cpi-print.co.uk



Location: CPI Books – Croydon Site

This is a full time, 40 hours per week – (Weekdays 8am – 5pm 1 hour lunch). 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 production assistant 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:

- To assist the management team in the admin and reporting duties so they can manage the shopfloor performance effectively

RESPONSIBILITIES

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

- To manage the KPI reporting facility daily
- To organise the manning of departments as per Leaders/business requirements
- To assist in holiday, return to work and sickness admin
- To assist HR and Payroll in weekly staff reports
- To follow up on HR outputs and or reports
- To prepare data and evidence on non-conforming product for investigations

KEY COMPETENCIES

Some of the key attributes we would look for:

- Microsoft Office suite
- Excellent interpersonal skills
- Understanding of a production environment
- Ability to learn new systems quickly

Also, an advantage:

- Experience of utilising IT systems
- Excellent attention to detail skills
- Ability to communicate clearly and confidently
- Numeracy and literacy skills
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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.