

Job Description

PRINT ASSISTANT/ PACKER & QUALITY CONTROL OPERATIVE

Responsible to: Operations Manager

Overall Description: To inspect and pack printed products and assist in the printing process, preparing stock and screens for a steady throughput of work.

Main responsibilities:

- Inspect goods in production for print and make-up faults.
- Rectify print where possible and keep accurate counts of goods.
- Bulk pack, with speed and accuracy and individual packing to high specification.
- Ensure goods are ready for dispatch on time.
- Calculate stock usage and record same.
- Anticipate jobs and prepare stock ready for printing.
- Take off from printing machines.
- Ensure good stick, clean print and speedy throughput.
- Devise efficient and cost saving methods.
- Have a keen eye for detail.
- Clean off screens, squeegees and spatulas at end of jobs
- Organize work load, and work within a team.
- Maintain a clean and safe working environment.

General Responsibilities:

- To maintain a cheerful disposition and carry out duties in a purposeful manner.
- To assist in any reasonable activity relative to the everyday running of the Company.

Essential Requirements:

- Practical
- Tidy & methodical
- Keen eye for detail & colour
- Dexterous, with ability to work well at speed

Desirable Requirements:

- Good level of IT competence