



JOB TITLE – Proof Press and Long Table Printer/Colourist
REPORTS TO — Proof Press/Long table Supervisor
LOCATION – Loughborough - Anstey
DEPARTMENT – Production
SCOPE OF JOB – Responsible for printing and colour matching inks to the customers samples/requirements for Proofing and Long Tables that creates a finished product to the customers satisfaction, whilst ensuring H&S procedures are adhered too.

PURPOSE – The t role will be responsible for working with both the Studio and Customers to ensure that development and creation of the proofing and long table process is optimised. The role will provide support have excellent customer service when working with customers and studio team members. They will ensure the proofing and long table process is optimised by using their skill and knowledge to develop proofs in a timely manner.

<p>RESPONSIBILITIES</p> <p>H&S</p> <ul style="list-style-type: none">• Ensure all H&S processes are adhered too.• H&S improvement opportunities are identified and appropriately followed up.• Always maintain a safe working environment.• Report any damaged, broken, or unsafe equipment.• Ensure all equipment is used and stored in a responsible and safe manner.• Ensure that the correct lifting techniques of Cylinders/Rollers are adhered too.• Observe safe handling of solvents. <p>QUALITY</p> <ul style="list-style-type: none">• Accountable for supplying the customer with quality proofs to the correct colour requirements and print quality. <p>Be able to print on Long Tables and all proofing machines</p> <ul style="list-style-type: none">• Support the business to monitor, measure and improve quality metric opportunity within the department.• Accurate recording of proof data, including design number, drawdowns, colourway etc.• Utilise CAD system to ensure that the colours are in the correct pitches and to support the colouring of the designs.• Perfect colour vision and good visual skills are required to enable inspection and fault-finding during proofing. <p>PROCESS OPTIMISATION</p> <ul style="list-style-type: none">• Working with the customers/design studio to create correct colour proofs as per the requirements.• Advise and support the customers to assist the proof colouring process and if appropriate, the creation of new colourways.• Provide feedback and support on base substrate as per requirements.• Ensure inks are supplied to the department.• Source A4 match standards as and when required• Capable of stepping into the Proof press printer role if required.• Careful preparation of new Cylinders/Rollers prior to proofing.• To carry out quick changeovers between jobs.• Carry out the cleaning of ancillary equipment when required. <p>LEAN MANUFACTURING</p> <ul style="list-style-type: none">• Ensure maintenance schedules are always followed.• Support maintenance within the department, including identifying maintenance issues.• Attend/support maintenance meetings as per the schedule.• Proactively identify improvement opportunities within the department.
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<p>MEASURES OF SUCCESS</p> <ul style="list-style-type: none">• Safe working environment and good housekeeping.• Delivery proofs to the required colour and print quality, to the customers deadlines , to ensure that the selection process can take place.• Create excellent working relationships with the customers that support• Supply the ink rooms with excellent quality proofs, together with all the required information• Creating a team working environment.
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<p>CONNECTING WITH OTHERS</p> <ul style="list-style-type: none">• Proof press /Long Table supervisor• Production management• Printers• E5 operators• Goods in/Goods out• Studio team• Engineering• Customers• Technical	
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QUALIFICATIONS <ul style="list-style-type: none">• IOSH working safely• BIT level 2	EXPERIENCE & SKILLS <ul style="list-style-type: none">• Working as part of a team.• Perfect colour vision and good visual skills.• Excellent customer relations.• Creative approach.• Motivated to work without supervision.• Flexible approach.• Understanding of manufacturing process and a production environment.• Strive to improve and embrace change.• Good attention to detail.• Lean manufacturing understanding – preferred but not essential.
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BEHAVIOURS PASSIONATE ACCOUNTABLE PROFESSIONAL INQUISITIVE POSITIVE

FOR LINE MANAGER ROLES ONLY

TOTAL EMPLOYEES –	DIRECT REPORTS –
COST RESPONSIBILITY –	REVENUE RESPONSIBILITY –
INFLUENCE –	

I agree within reason to undertake other duties over and above those listed in the job description.