



JOB TITLE – Trainee Conventional Printer
REPORTS TO — Assistant Production Manager
LOCATION – Loughborough - Anstey
DEPARTMENT – Production
SCOPE OF JOB – Responsible for running the Conventional print machines to the required performance targets and quality, whilst ensuring H&S procedures are adhered too.

PURPOSE — The Conventional Printer role will be responsible for the day to day running of the Conventional print machines. The role will ensure that the Conventional machine performance achieves the required set up standards, together with achieving the optimum run speeds, whilst also delivering the customers required quality levels.

RESPONSIBILITIES

H&S

- 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.

QUALITY

- Accountable for quality of product produced, ensuring this is in line with the company processes and procedures.
- Support the business to monitor, measure and improve quality opportunities.
- Accurate recording of data, including log sheets, standard roll information etc.
- Work in conjunction with the technical department to achieve optimum trial results.

PROCESS OPTIMISATION

- Work closely with the ink team and designers to achieve the optimum print mark.
- Ensure all jobs are set up and ran in the most efficient way.
- Minimise ink and base waste using improved process controls and set up reel usage.
- Carry out the cleaning of ancillary equipment when required.
- To support the customer service levels. ensure the print plan running order is followed.
- Accurate communication at shift-change over.

LEAN MANUFACTURING

- Ensure maintenance schedules are always followed.
- Support maintenance within the department, including identifying maintenance issues.
- Ensure all products meets required specifications and quality checks.
- Proactively identify improvement opportunities within the department.

MEASURES OF SUCCESS

- Safe working environment and good housekeeping.
- Waste level reductions and improvements in quality.
- Efficiency running of the Gravure machines.
- Creating a team working environment.

CONNECTING WITH OTHERS

- Assistant production manager
- Ink mixers
- Studio
- Technical
- Customers
- Make-ready
- Goods in
- Winding department

TEST REQUIRED

- QC Colour tests



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.• Motivated to work without supervision.• Excellent problem solver.• Flexible approach.• Understanding of manufacturing process and a production environment.• Strive to improve and embrace change.• Print background – preferred but not essential.• Good attention to detail.• Lean manufacturing understanding – preferred but not essential.
---	--

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.