

JOB DESCRIPTION

Job title:	Digital Assistant
Location:	Bungay, Suffolk
Reports to:	Digital Manager
Shift Pattern:	<p>Day Shift Week 1: Work 6am-6pm Mon, Tues, Sat and Sun. Week 2: Work 6am-6pm Weds, Thurs, Friday. This rotates every week. Starting on week 1 then rotate to week 2.</p> <p>Night Shift: Work 6pm-6am Mon, Tues, Sun – and will do an alternating Saturday.</p> <p>You will only work the Day Shift unless you prefer to do nights however you won't be required to do day and night shifts combined. The Day shift amounts to roughly 48 hours per week.</p>
Job purpose:	Digital Assistants are the corner stone of the digital department, ensuring we can meet the operational needs of the business.
Main Responsibilities:	<p>Main Tasks of Role:</p> <ul style="list-style-type: none"> ➤ Assisting on the binding and printing lines this includes feeding machines, loading pallets (stacking down) etc. ➤ Carrying out tasks for main operators e.g., emptying waste bins ➤ Organise and load up lines/prep work for binding lines <p>You will provide holiday and sickness cover for the following:</p> <p>Grade 1 Digital Assistant Tasks:</p> <ul style="list-style-type: none"> ➤ Civviemme operator – You will be required to run the machine, this will include setting the machine to bundle the books, stacking down onto pallet, ready for the next operation. ➤ You will be responsible for ensuring the quality of the work produced on the machine you are operating. At times you may be required to ensure this quality across the line of this machine, liaising with the Grade 3/4 Operators as required. <p>Grade 2 Digital Assistant Tasks:</p> <ul style="list-style-type: none"> ➤ Shrink Wrap Machine Operator – this will include running a packing machine, setting the machine to pack in the quantities required for despatching to customers. ➤ Forklift Truck Driver – You will be insuring components arrive at desired locations within the factory to ensure efficient production of our books. ➤ Guillotine Operator – This involves cutting covers required for book production and liaising with shift managers to ensure covers are on time production. <p>We will look to train you on various machines in addition to your basic tasks. Depending on holiday and sickness cover needs we will look to train you in these roles, but please note this will be varied and on a training need basis.</p> <p>Please be aware this is a hands-on role and flexibility will be required.</p>

Working relationships:	Liaising with shift managers & Grade 3/4 Operators (Printers & Binders) Communicating to your line when required.	
Person Specification	Professional Qualifications:	
	Required	Desired
	N/A	Forklift Truck License Preferably holds full clean driving license.
	Experience:	
	Required	Desired
	Experience in similar role or industry Use to working in a fast-paced environment.	Previous Manufacturing/Production Experience Familiar with health and safety policies and procedures in factory environment.
Candidate Attributes:		
You are used to manual labour. Happy to be flexible when required with working hours and shift patterns. Willing to learn and take on new tasks. Reliable with a strong work ethic.		
Health and safety	All employees must observe and comply with Clays Ltd policies and procedures for health and safety.	
Equal opportunities statement	All employees must observe and continually promote equal opportunities and customer care in compliance with Clays Ltd policies. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.	