

JOB DESCRIPTION

| | | |
|---|---|---|
| Job title: | Temporary Conventional Print Assistant | |
| Location: | Bungay, Suffolk | |
| Reports to: | Conventional Print Manager | |
| Shift Pattern: | <p>Day Shift Week 1: Work 6am – 2pm Monday – Thursday, Friday 6am – 11:30am Week 2: Work 2pm – 10pm Monday – Thursday, Friday 11am – 5:30pm This rotates every week. Starting on week 1 then rotate to week 2.</p> <p>Unfortunately, night shifts are not available in this department.</p> | |
| Job purpose: | Temporary Conventional Print Assistants are imperative to ensure we can meet the operational needs of the business. | |
| Main Responsibilities: | <p>Main Tasks of Role:</p> <ul style="list-style-type: none"> ➤ Working safely and following the safe systems of work that are in place. ➤ Working at the end of the line on a printing press ➤ Ensuring all work is bundled up on to a pallet ready for transportation through to the Bindery department. ➤ Ensure all pallets have the correct job label. ➤ Assisting the machine minder when required. <p>Please be aware this is a hands-on role and flexibility will be required.</p> | |
| Working relationships: | Liaising with shift managers & other colleagues. | |
| Person Specification | Professional Qualifications: | |
| | Required | Desired |
| | N/A | 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. | | |
| Strong team player | | |
| 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 | <p>All employees must observe and continually promote equal opportunities and customer care in compliance with Clays Ltd policies.</p> <p>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.</p> | |