

Job Title: Reprographics operator

Reporting To: Reprographics Manager / Head of Facilities

Purpose

The purpose of the role is to provide high quality customer service and reprographic services to wider Business, demonstrating excellent communication and customer service skills.

Responsibilities

- Ensure and safe and tidy site and highlight any H+S Issue in the print room environment
- Operate and maintain the commercial indigo press in accordance with your level of training
- To demonstrate excellent customer service skills.
- To ensure confidentiality when printing commercially sensitive documents
- To troubleshoot and help maintain the enfocus software to the agreed level, noted in the process document for enfocus
- Operate and maintain the Flatbed printer.
- Have good understanding of F+P colour management policy
- Operate all finishing equipment
- Advise all technical staff on the limitations of each technology and propose alternative ways of completing their requirements
- Make bespoke folder and cases using paper over board techniques..
- Call out engineers for services to machines.
- Take responsibility for tasks, set by your Manager.
- Demonstrate problem solving
- Encourage a contribute to continuous improvement by learning from and sharing skills and knowledge with colleagues.

Additional Requirements

- Demonstrate good communication skills with other support service personnel.
- To periodically when the need arises work late and occasionally at weekends.
- To have a flexible approach to working in other areas of the support structure as and when required.
- Training programme for the HP indigo is based in Barcelona - willingness to travel for training when required
- Inform your Manager of any out of line situation and present possible solutions to rectify situations.
- Adhere to and act as an example to other team members when following departmental policy and procedures.