

DESPATCH OPERATIVE (PACKER)

Due to continued success and expansion of our online business, DigitalPrinting.co.uk (one of the UK and Ireland's leading printing websites) Northside Graphics Limited is looking for an experienced new member for their Despatch Team.

Full training will be given to the appointed employee.

Commencement: Month Year

Location: Belfast

Working Hours: 40 hours per week

Salary: Negotiable, depending on experience. There is overtime and a monthly and annual bonus scheme.

Job Purpose

- To pack and despatch digital print to industry leading standards in a busy environment.
- The ideal candidate will have the desire to work as part of a team within a successful and expanding business.

Summary of Main Tasks and Responsibilities

- Pack and despatch work to exact specifications, meet client deadlines and the company's high standards of quality.
- Carry out work according to Northside procedures and using in-house computerised administration systems.
- Maintain correct documentation.
- Clean and maintain working area and equipment.
- Undertake all training and development activities as required.
- Maintain and build good internal relationships.
- Identify and act on improvement suggestions.
- Implement and maintain best practice in communication at all times with all colleagues.
- Ensure all work is carried out in line with the company's strive for continuous improvement.
- Maintain quality standards.
- Undertake such other duties eg finishing, as may be required commensurate with your position.
- Any other reasonable duties at the request of management.

Essential Criteria

Qualifications

- Minimum of GCSE at "C" grade or above in Mathematics and English Language or equivalent

Desirable Criteria

- 2 years' experience in a print environment or 1 years' experience in a digital print environment.

Experience & Skills

Skills:

The Finishing Team are expected to bring with them the following skills and a willingness to develop them further:

Good Communication - Building good relationships is fundamental to the delivery of our services

Organisational Skills - The ability to manage your own workload and to work to team and project deadlines.

Teamwork and Cooperation - The ability to be flexible, co-operative and willing to work extra hours as required to meet customer requirements.

This job description is a general outline of each post as it is currently perceived by Northside Graphics. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisations strategic plan.

Northside Graphics are an Equal Opportunity Employer