

Print Operator (Digital, HP Indigo)

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 someone with a proactive, dedicated, hardworking approach combined with the right attitude to join the HP Indigo Press Team.

This position would suit anyone with any experience in print, either finishing, prepress or currently operating any kind of digital printing device.

Full training will be given to the successful candidate.

Location: Belfast

Working Hours: 40 hours per week on a rotating shift system. Night shift work will be required.

Salary: Negotiable, depending on experience. Paid overtime and attractive bonus scheme.

Job Purpose

To produce digital print on HP Indigo Digital Printing Presses, to industry leading standards, in a busy environment.

Summary of Main Tasks and Responsibilities

- To process files and produce high quality print on HP Indigo presses.
- To follow work instructions accurately and efficiently
- To maintain equipment to companies maintenance schedules
- To maintain paper stock and supplies
- To carry out work according to company procedures
- Ensure that all customer enquiries/orders etc. are responded to and dealt with promptly and effectively
- Maintain quality standards.
- Maintain correct documentation
- Undertake all training and development activities as required.
- Implement and maintain best practice in communication at all times with all colleagues.
- Support external and internal sales team as required
- Any other reasonable duties as required, or at the request of management
- Ensure that all work carried out is in line with the company's strive for continuous improvement
- Implement and maintain best practice in communication at all times with colleagues
- Be available to attend training courses within and outside the UK for several days at a time.

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 Indigo 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