**Print Finisher/Shift Supervisor (Digital)**

**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 to appoint a Print Finisher/Shift Supervisor. We would like someone with an ambition to progress and further their career development in an organisation that is known for their excellent customer service and quality standards.**

**Location:** Belfast

**Salary:** Negotiable depending on experience, with opportunities for overtime, monthly, and annual bonuses

**Working Hours:** 40 hours per week plus overtime and flexible working as agreed with Senior Management

**Responsible to:** Production Manager

**Application:** CV and NS Application Form

**Full training will be given to the right candidate.**

**Job Purpose**

* To finish 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 and understand that a “can do” attitude is key to success.

**Summary of Main Tasks and Responsibilities**

* Finish digital print work to exact specifications, client deadlines and the company’s high standards of quality.
* Carry out work according to Northside procedures and using in-house computerised administration and workflow systems.
* Flexibility is essential to meet client’s needs and a “can do” attitude is a necessary requirement.
* Maintain correct documentation.
* Clean and maintain equipment.
* Undertake all training and development activities as is required.
* Maintain high levels of customer service and build good internal and external customer relationships.
* Identify and act on improvement suggestions.
* Maintain quality standards.
* Undertake such other duties as may be required commensurate with your position.
* Any other reasonable duties at the request of management.

**Additional Responsibilities**

* Provide assistance and support to other members of the sales team as may be necessary to meet customer demands
* Provide regular structured feedback to enable constant improvement of product and service levels
* 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

**Essential Criteria**

* Minimum of GCSE at grade C or above in Mathematics and English Language or equivalent
* Good and confident communicator
* 1 years’ experience in a print or a digital print environment
* Experience of working to tight deadlines and working under pressure while maintaining excellent quality standards
* Experience of building relationships and leading a team with the ability to give instructions accurately to achieve business objectives
* Good technical skills

**Desirable Criteria**

* Minimum of 1 years’ experience as a Supervisor or Team Leader in a Production/Manufacturing Environment
* Due to location, access to vehicle is preferred

**Skills:**

The Print Finisher/Shift Supervisor is expected to bring with them the following skills and a willingness to develop them further:

**Problem Solving –** Can act quickly toresolve issues.

**Good Communication -** Building good relationships is fundamental to the delivery of our services, clear and precise communication is essential when dealing with customer orders.

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

**Teamwork and Cooperation** - The ability to be flexible. Cooperation and willingness 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**