

Production Supervisor – Small Format/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 Trainee Production 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: Based on experience

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

Skills and Attributes:

The ideal candidate will have the desire to work as part of a team within a successful and expanding E-Commerce business and understand that a 'can do' attitude is key to success. Must be flexible. Highly motivated and willing to work extra hours as required, to meet customer needs.

Job Purpose

To supervise the full cycle of Production, from print to finish including packing and dispatch. Communicate effectively with other departments to ensure all work is produced to the quality standards expected by our customers.

Summary of Main Tasks & Responsibilities

- Understanding that the customer comes first, having a can-do attitude and doing whatever is necessary to fulfil the business needs and clients' deadlines
- Supervising all of the Staff in print, finishing & dispatch (supervising and motivating a team of workers)
- Overseeing the production process, drawing up a production schedule from the companies various MIS systems; Prioritising jobs in production to meet customers' demands
- Assisting the Production Manager to work out the human and material resources needed for production and allocating staff hours to cover these needs
- Making sure that all products are produced and delivered on time and are of excellent quality
- Ensure that the companies MIS, web to print and Production Management software systems are properly utilised for data recording and production planning
- Ensure all other jobs are packed properly in accordance with company guidelines before dispatch.
- Liaising with the sales team to communicate production issues and help assist with customer needs/issues
- Working with Directors to implement the company's policies and goals
- Problem-solving – quickly identifying a problem and resolving production issues promptly.
- Reduce waste and reruns by following best practice guidelines
- Monitoring product standards and implementing quality-control programmes to assure total quality throughout the production process

Additional Responsibilities

- Ensure effective maintenance of all equipment under your control Provide first line equipment maintenance
- Maintain a clean and tidy working environment throughout production.
- Ensure compliance with Health and Safety within the company
- Identify and act on improvement suggestions
- Identifying training needs and collaborate with HR as and when required.
- Ensure all work is carried out in line with the company's strive for continuous improvement
- Carry out any other duties at the request of the management to maintain flexibility

Essential Criteria

- Minimum of GCSE at grade C or above in Mathematics and English Language or equivalent.
- Minimum of 1 year experience as a Supervisor or Team Leader in a Production/Manufacturing Environment or 3-5 years of operating machinery in a Manufacturing background
- Experience in working to tight deadlines and working under pressure while maintaining excellent quality standards
- Experience in building relationships and leading a team with the ability to give instructions accurately to achieve business objectives
- Good technical skills

Desirable Criteria

- 2+ years' experience as a Supervisor or Team Leader in a Production/Manufacturing Environment
- 1 years' experience in a print or a digital print environment
- Due to location access to own vehicle is preferred

Skills:

The Production Supervisor is expected to bring with them the following skills and a willingness to develop them further:

Problem Solving – Can act quickly to resolve 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