

Job Title:	Digicon Operator	Job Category:	
Department:	Digital Print Finishing	Position Type:	Full-Time
Location:	Blandford, Dorset	Location type:	Production
Reports to:	Operations Manager	Working hours:	Monday-Thursday 07:30-17:00 Friday 07:30-14:00

Job Description

Key Areas of Responsibility

- Be an integral part of the Digital Print team
- Support the team when required
- Run the ABG digicon presses
- Ensure company policies, procedures and systems are adhered to within area of responsibility
- Assist with training and running the abg digicon presses including varnishing, laminating, hot-foil, de-lam and cross-over peel
- Ensure all jobs are ready for the press
- Ensure quality assurance, maintenance and 'housekeeping' standards are adhered to set out in the Quality Assurance procedures handbook
- Work directly with the Production Manager and/ or team leader to ensure that press loading is completed in a timely manner
- Bank reconciliations
- Attend work reliably and punctually
- Attend all training as required and take part in a positive manner
- Know where Amberley procedures and company handbook are kept, to be aware of and follow their contents
- Ensure awareness of new procedures and apply them to your daily work practice accordingly
- Produce work to a high standard set by the customer and Quality Assurance department
- Provide holiday cover and extra press cover when needed and to be flexible with shift patterns when required
- Support group change initiatives, leading by example
- Support and guide ongoing and long term strategic development of the business, identifying ongoing opportunities through effective use of data
- Identify and recommend new ways of working to the benefit of Amberley Leader / Direct Reports (Where applicable)
- Effective communication to influence and motivate team
- Direct, develop, drive and empower team
- Constantly review standards and working practices to achieve and stretch targets
- Pre-empt issues through effective communication
- Ensure "housekeeping" is up to date

- Effective delegation to add value and encourage development
- Build stronger working relationships and be an integral part of the team
- Develop and maintain professional relationships with all internal and external contacts
- Build trust to encourage stronger working links
- Strong professional approach
- Strong accounting knowledge
- Timely and accurate reporting

Key Requirements

- Ability to communicate effectively
- Must be dexterous
- Good level of accuracy and attention to detail
- Friendly, approachable and flexible – a team player
- Professional
- Forward thinking
- Proactive, positive, enthusiastic - demonstrates “can do” attitude
- Previous experience working in a production environment desirable but not necessary
- Computer literate